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ABSTRACT

This student guide provides instructional materials for seven units in the area of labor studies. Unit topics are introduction to labor unions, who labor in America is, collective bargaining: democracy in the workplace, preserving workers' rights: safeguards in the system, partners in education and training, partners in public service: labor unions and the community, and labor's stand on key national issues. Each unit begins by listing goals for learning and tools for learning. Informative material is followed by a unit quiz. Fact sheets are then provided with information on unions and industries in these vocational areas: agriculture and natural resources; business and professional services; commodities manufacturing; communication and public utilities; construction; consumer goods manufacturing; finance, real estate, and insurance; food retailing and restaurant; government; health services; hospitality and personal services; industrial goods manufacturing; transportation; and wholesale trade and nonfood retailing. These types of facts are provided: employers and worksite locations; job opportunities for vocational-technical graduates; trends (industry and the economy, wages, benefits and working conditions); opportunities for worker involvement, growth and skill development, and public service; and action steps. (YLB)

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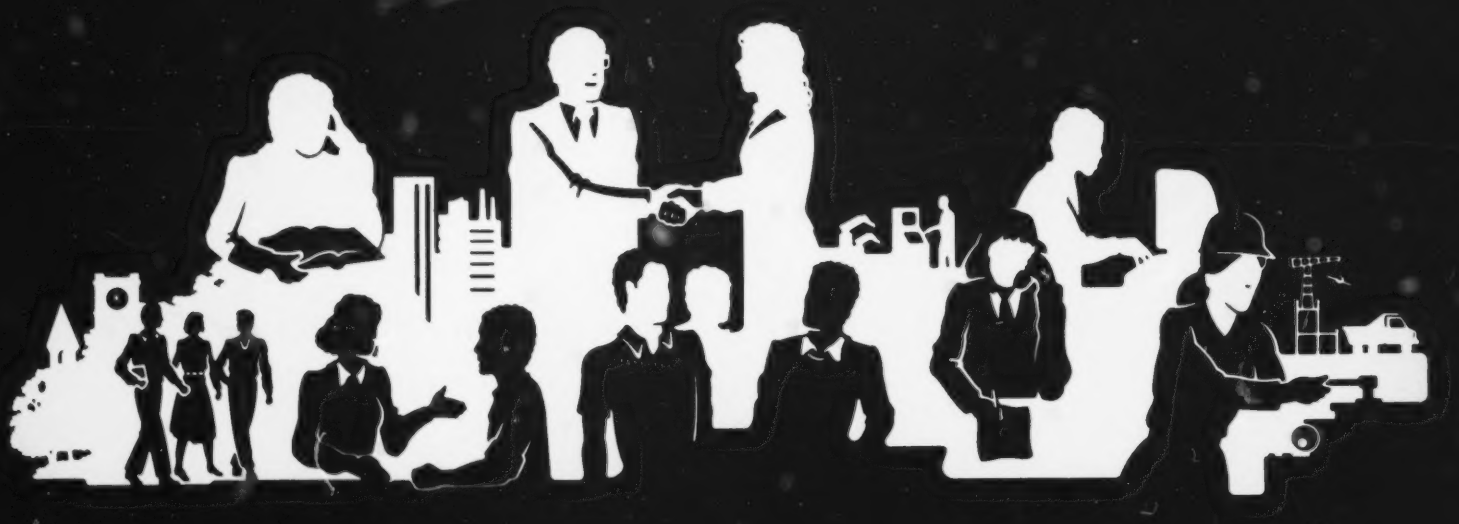

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DIGNITY IN THE WORKPLACE:

A STUDENT'S GUIDE TO LABOR UNIONS

Harold E. Merz
and
Robert D. Bhaerman

The National Center for Research in Vocational Education
The Ohio State University
1960 Kenny Road
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FOREWORD

To The Student

Throughout American history, workers have labored to build this nation, its schools and skyscrapers, roads and bridges, cars and planes, factories and foundaries. They have worked in its hospitals, classrooms, and government offices. They also have joined together by the millions, in trade unions, to protect and advance the interests of one another and of all working Americans.

Their story is a proud one. It is a story that needs to be shared with all young people, especially those of you who will—in a short time—be graduating and entering the job world. There are many things you should know about this story. In addition to the history and traditions of labor unions, you should understand how collective bargaining works and how unions are organized. You should know about labor's involvement in public education, community services, and political activities. But most of all, you should know how labor unions can bring, restore, and maintain dignity in the workplace. It is a lesson you are likely never to forget once you have encountered it.

LABOR STUDIES UNITS

UNIT I

INTRODUCTION TO LABOR UNIONS

Goals for Learning

This material is designed to help you gain useful information as you prepare to enter the job world. As you read this unit, think about these questions:

- Why do we have labor unions?
- How did unions get started in America?
- How could a labor union benefit me?

Tools for Learning

Talk to your family about their experiences at work. Ask older relatives what type of working conditions they encountered in their first jobs. Find out how the workers obtained improvements in their wages and working conditions.

INTRODUCTION TO LABOR UNIONS

Maria, Larry, and James are students at Metro Comprehensive High School. Their vocational teacher, Ms. Whitney, asked her class to share their thoughts about the role labor unions play in their family's lives. As you read their brief responses, ask yourself how you would answer.

Larry:

I'm not sure I know much about unions. My mom is a teacher, though, and says she is glad to be represented by the union so that they have a voice in setting standards. But I haven't learned about labor unions in my school courses my school courses though.

Maria:

Well, my mother is a welder and is a union member too. But she doesn't talk a lot about it. I do know that she said that before the union came in, they worked 48 hours a week and had only one week vacation a year.

James:

My dad got his job as a bricklayer through apprenticeship training. I would like to do the same after I graduate. He's going to tell me how I can go about it.

Ms. Whitney: It's probably true that there hasn't been very much taught about labor unions in your courses. We are going to spend a lot of time this year talking about where unions came from and all the things they have contributed—not only to your family but to society in general.

Here are some "starter" questions to ask:

- Why do we need labor unions?
- What are labor unions trying to accomplish?

Why Do We Need Unions?

Unions serve these three broad purposes in American society:

- to establish industrial democracy in our private enterprise system and corporate-oriented economy
- to represent public employees as they seek to apply industrial democracy to their jobs
- to represent worker's interest when management's interest conflicts with it or fails to consider it

The term *industrial democracy* simply means that workers deserve rights as employees similar to the rights they enjoy as citizens. When these rights are not freely provided by employers—public or private—workers need to organize to seek them. A union, then, is an organization that supports people in their role as workers.

Actually, most citizens play several roles in our economy. For example:

- *Consumers* purchase goods or services. You are a consumer when you buy a record, get a haircut, or borrow money from a bank.
- *Owners* hold a part or full interest in a business. Small businesses may be owned by one person or several partners. Large businesses may have thousands of owners, each having different amounts of shares of stock.
- *Workers* trade their labor for hourly wages, salaries, commissions, or a combination of compensation methods. About 100 million Americans hold jobs; of these, 93 million work for someone else, that is, they are not self-employed.

Because so many Americans function in these roles, private and government institutions are set up as "watchdogs" to look out for our interests. For example:

- *For consumers*—Private groups—such as the Better Business Bureau and governmental consumer protection agencies—watch out for unfair sales practices and shoddy and unsafe products.
- *For owners*—Professional managers are hired to run businesses efficiently and responsibly. Certified public accountants are hired to report to owners on the financial conditions of businesses. Government agencies—such as the Securities and Exchange Commission—look out for investors' interests by regulating sales of stocks and bonds.
- *For workers*—Labor unions and government agencies—such as the National Labor Relations Board and Equal Employment Opportunity Commission—guard the interests of workers in their relationship with owners.

Our standard of living and quality of life owes much to these supporting organizations. Labor unions, with over 18 million members, are one of the largest of these types of institutions. Without them workers would be without a voice, without a vote, without dignity in the workplace.

Labor History: A Family Heritage Example

Ms. Whitney gave her students an interesting assignment, namely to participate in a family labor history. The students were asked to do research on the work experiences of their parents, grandparents, great-grandparents, and—as much as possible—their earlier ancestors. By talking to relatives and looking at old documents, the students were asked to address these questions:

- What kind of jobs did people have?
- What types of working conditions did they face?
- How were their lives affected by labor unions?
- What were their worklives like before unions?
- What were their worklives like after unions?

Ms. Whitney asked them to explore each of the following time periods:

1750-1830	The Early Industrial Revolution
1830-1890	Growth of a Nation
1890-1935	Boom and Bust
1935-	Labor in the Mainstream

The class ultimately came up with reports on working conditions during these time periods for the following workers:

1750-1830	Nancy O'Rourke Murray, textile worker (Maria's ancestor)
1830-1865	Elijah Martin, railroad worker (Larry's great-great grandfather)
1890-1935	Ralph Johnson, autoworker (James' grandfather)
1935-	Mary O'Hara Ruiz, aircraft assembler (Maria's grandmother) and Joe Ruiz (Maria's brother)

Their stories show our nation's labor history. (The characters are, of course, fictional, but the stories are based on actual workers' experiences!) Read them and see if you can relate!

EXHIBIT 1

NANCY O'ROURKE MURRAY

An Early Textile Worker

Maria's ancestor came from Ireland to work in one of the new textile mills, some of America's first factories. The conditions Nancy O'Rourke faced are described in a portion of a speech by an early labor leader.

The mills generally in New England, run 13 hours the year round, that is, actual labor for all hands; to which add one hour for two meals, making 14 hours actual labor—for a man, or woman, or child, must labour hard to go a quarter, and sometimes half a mile, and eat his dinner or breakfast in 30 minutes and get back to the mill. At the Eagle Mills, Griswold, Connecticut, 15 hours and 10 minutes actual labour in the mill are required; at another mill in the vicinity, 14 hours of actual labor are required. It needs no argument, to prove that education must be, and is almost entirely neglected. Facts speak in a voice not to be misunderstood, or misinterpreted. In 8 mills all on one stream, within a distance of two miles, we have 168 persons who can neither read nor write. This is in Rhode Island. A committee of working men in Providence, report that in Pawtucket [sic] there are at least five hundred children, who scarcely know what a school is. These facts, say they, are adduced to show the blighting influence of the manufacturing system as at present conducted, on the progress of education; and to add to the darkness of the picture, if blacker shades are necessary to rouse the spirit of indignation, which should glow within our breasts at such disclosures, in all the mills which the enquiries of the committee have been able to reach, books, pamphlets, and newspapers are absolutely prohibited. This may serve as a tolerable example for every manufacturing village in Rhode Island.

Source: *A History of Rhode Island Working People*. Providence, RI: Regine Printing, 1983.

EXHIBIT 2

ELIJAH MARTIN

Railroad Worker

Elijah achieved a number of firsts. He was the first in his family to move from the East coast to the new West, the first to work as a salaried wage-earner rather than a farmer, and the first to join a labor union—the Knights of Labor. Here is an account of early union activity in the railroad industry:

Railroads were the primary industry in the nation, and a third of the lines in Texas were controlled by a Wall Street tycoon, Jay Gould.

In the winter of 1884-1885, Gould cut wages 10 percent on most of his railroads, though the average wage of less than $2 a day was already at the poverty level and the work week was seven days. Southwestern and Midwestern workers went out on strike. Most were not union members, but they accepted the leadership of the Knights of Labor and joined the union by the thousands. Caught off guard by the unity of the workers, Gould finally negotiated with the Knights. He agreed to restore the wage cuts and not to discriminate against employees just because they belonged to the union.

Strikes on the Gould lines catapulted the Knights into undisputed leadership of the nation's labor movement. From July, 1885, to July, 1886, its membership soared from 100,000 to 700,000, nationally.

Jay Gould was determined to destroy the Knights. He refused to recognize the union or to pay the $1.50 minimum wage for unskilled labor which the union requested. He finally goaded the Knights into action by firing a union leader in Marshall for missing work while attending a union meeting—after the Texas and Pacific had given him permission to do so. The Knights in the Southwest, under the leadership of Martin Irons, reluctantly accepted the challenge. By March 10, 1886, more than 9,000 employees of all Gould railroads in the Southwest were out on strike—5,000 of them in Texas.

Source: Green, G., "The Great Southwest Strike" in *The Labor Story*. Austin, TX: by permission of Texas State AFL-CIO, 1983, 22-33.
George Green, professor of history at University of Texas in Arlington is currently researching labor history in the United States.

EXHIBIT 3

RALPH JOHNSON

Autoworker

Ralph Johnson, an autoworker in Detroit in the 1920s kept a diary of his union organizing experiences. Here is what happened during three months when Ralph and his friends were trying to organize the plant:

November 1st: It's very discouraging. The plant is dirty. No heat in the wintertime. No rest periods. They cut our hours again. Yet the workers don't want to fight back.

November 4th: The company handed out a slip saying that anyone who joined a union would be fired.

November 10th: We've got our union! Almost 200 people showed up at Oddfellows Hall tonight. We elected officers and set up a committee to meet with the owners.

November 14th: The bosses are watching me, even at lunch time. Somebody in the union must be a company spy.

November 17th: I got the axe today! A foreman caught me talking union in the canning department. Fired me on the spot.

November 22nd: Passed out leaflets at the plant gate at closing time. The workers go right past me; they are afraid of getting fired.

November 24th: Got to the plant gate at six p.m. Two cops were waiting for me. Hustled me down the street, told me to stay away from the plant from now on.

December 6th: At the meeting tonight, some of the guys were talking about going on strike. I quieted them down. We don't have enough members to win a strike.

December 12th: Bad news! The owners announced they were setting up a "company union." They picked a worker from each department to serve on a grievance committee. Every one of them is a company "stooge."

January 4th: We beat the Company! At the meeting of the local tonight, our membership went up. Eleven new members.

Source: From *Working for Wages.* Minneapolis, MN: Minnesota Council on Quality Education, n.d.

EXHIBIT 4

MARY O'HARA RUIZ

Aircraft Assembler

Maria's grandmother agreed to be interviewed for the class project. Here are just a few of her remarks:

Yes, it's true that the company gave union workers a hard time at first. However, in 35 years, we only had one strike. Everything else has been settled through negotiation for new contracts every few years. We have a number of grievances filed in the plant, but only a few have needed to be arbitrated. The management has learned that labor will cooperate if treated fairly. We also have a joint labor- management productivity improvement effort that will raise profits and a contract that workers will be retrained if automated equipment replaces their tasks.

EXHIBIT 5

JOE RUIZ

Electrician Apprentice

Maria's brother Joe, a recent graduate of a construction trades program, agreed to be interviewed for the class project. Here are some of his remarks:

When I was in school, I didn't think much about the job world. But now I sure have an education about working conditions and some of the problems you can come up against. At my first job at a local construction company, there wasn't any union. I worked hard for $4.50 an hour with few benefits. For some reason, the supervisor and I didn't get along. He bullied me for no good reason. He kept me digging trenches for six months, while one of the other new workers, a son of his friend, got to work right away installing conduit and other things a beginning electrician should be doing. Fortunately, someone told me to register for the apprenticeship exam being given by the Joint Apprenticeship Committee at the electrical workers' union office. I did very well on the test and, after six months waiting, was accepted as an electrician apprentice. Since then I have been working for a unionized electrical contractor, learning on the job and attending classes twice a week. Everything is better, the training, the pay, especially the respect. I have my dignity back. If a supervisor bullied me now, I'd file a grievance and a union "rep" would come and try to straighten out the problem. The apprentice training is well-rounded too. It helps me build on what I learned in school. I get a raise every six months and will be at top scale—$15 an hour—in less than three years.

What Are Unions Trying to Accomplish?

In response to this question from a reporter in 1893, labor leader Samuel Gompers' classic answer was this:

> More schoolhouses and less jails;
> More books and less arsenals;
> More learning and less vice;
> More constant work and less crime;
> More leisure and less greed;
> More justice and less revenge; in fact,
> More of the opportunities to cultivate our better nature.

As labor unions strive toward these ends, they also are attempting to achieve the following goals:

- *A voice in determining work rules.* Unions support the position that workers have a right to participate in decisions that affect them. Through union representatives, workers have a right to express their ideas on work-related matters.

- *Better working conditions.* With a union, workers use the contract and the grievance procedure to affect changes in work requirements, apprenticeship rules, safety and health, rest periods, and so on. They do not have to rely on the paternalistic "good will"—or whim—of the higher-ups.

- *Protections from management.* Workers need protection against arbitrary actions that affect their jobs. With growth of large industries, many workers no longer can take complaints directly to the "top brass." Through a union, workers can get a hearing. Alone, they often simply get pushed around.

- *Improved standards-of-living.* Better wages, paid holidays, overtime pay, pension and welfare plans—these are a few of the economic goals that unions seek for all workers.

- *Job security.* Workers need to know where they stand. Seniority rules give them a formula by which they can see where they stand if layoffs occur.

- *Education and training opportunities.* Further education and training opportunities are a goal of many unions. This takes many forms, for example, apprenticeship training programs, labor education courses, tuition aid programs, and comprehensive union-sponsored training and upgrading programs.

The way you benefit from unions depends on your own situation and values. For example, Larry may feel that job security is most important. Perhaps his father or brother was fired once over a personality conflict with some supervisor. As a union member, Larry will be able to use the protection of the grievance procedure to avoid being fired at the whim of another. Maria may be looking toward the higher wages that union workers receive. James may be attracted by the high-quality apprenticeship training program of a local union. Whatever your background, whatever your values, there is likely to be a union program from which you will benefit.

INTRODUCTION TO LABOR UNIONS

Each of the items below is followed by four possible responses. For each item only one of the responses is correct; the others are incorrect. Select the one **correct** response for each item. Indicate your answer by placing a check mark in the blank to the left of the correct item.

1. Why have workers organized unions?

   _____ a. Because they are required by law
   _____ b. Because company managements suggest that they do
   _____ c. Because joining a union is a good way to meet people and enjoy social events
   _____ d. Because unions improve job security, working conditions, compensation, and other aspects of worklife

2. When did labor unions get their start in America?

   _____ a. before 1800
   _____ b. After the Industrial Revolution
   _____ c. After the Civil War
   _____ d. Around 1900

3. How did the Wagner Act (National Labor Relations Act) of 1935 support the continued growth of unions?

   _____ a. It established a national minimum wage.
   _____ b. It protected worker's rights to join unions and bargain with employers.
   _____ c. It provided compensation for workers injured on the job.
   _____ d. It provided unemployment benefits for the first time.

4. What improvements are unions seeking for their members?

   _____ a. Greater job security
   _____ b. Better working conditions
   _____ c. Improvements in compensation and benefits
   _____ d. All of the above

5. Why should vocational/technical students learn about unions?

   _____ a. Because this topic is in the curriculum plan for vocational education
   _____ b. Because students often take jobs in industries where there are unions
   _____ c. Because many of their parents belong to unions
   _____ d. All of the above

UNIT II

WHO IS LABOR IN AMERICA?

Goals for Learning

This material is designed to help you gain useful information as you prepare to enter the job world. As you read this unit, think about these questions:

- What types of workers belong to unions?
- How are unions structured?
- What are the major unions in my community?

Tools for Learning

Pick up your Yellow Pages telephone directory and turn to the pages titled Labor Organizations. Find out how many unions have local branches in your community.

WHO IS LABOR IN AMERICA?

The Changing Faces of Labor

When you think of union members, you may think only of workers on an assembly line. You may not know that labor unions also represent these workers:

Another fact that may surprise you is that the majority of union members now are white-collar workers, including workers in such service areas as police and fire, health, cosmetology, and so on. This trend is even more noteworthy considering that a fair proportion of white-collar workers have supervisory positions.

Also, many union members are now employees in governmental agencies. Laws and regulations permitting public employees to join unions have had a large impact. In fact, government organizations now have a higher percentage of union members than manufacturing firms. Health care and other service industries also have seen a large growth in union representation that will continue along with the expansion of employment in the public sector.

Unions no longer can be simply classified as either craft or industrial unions. The traditional view was that craft unions organized workers belonging to a specific trade or craft, whereas industrial

unions organized workers of various occupations within a particular industry. Organizing patterns of unions today have blurred this distinction. The official name of a union does not always tell which occupations or industries it represents. The United Auto Workers, for example, includes many state government employees. The United Food and Commercial Workers, an organization formed by the merger of several unions, has members in occupations as diverse as insurance agents, barbers, and supermarket clerks. The American Federation of Teachers also represents social workers and health care employees.

Looking to the Future

America's unions have a vision of programs and activities to benefit workers, as Americans gets ready to face the 21st century. Although the late 1970s and 1980s saw a downturn in total union membership, current economic and social conditions suggest that the need for unions will be enhanced in the future. Here are several factors that may cause workers to look toward unions to maintain their dignity in the workplace:

- The number of working women continue to increase. Women are actively seeking ways to improve their income and working conditions. Unions represent a positive means for women to negotiate needed increases in salaries and benefits.
- The proportion of youth in the workforce is declining. The average age of workers is increasing. Older workers stay longer in their jobs and need unions to protect their hard-won rights.
- Unions are merging, forming large organizations that have the resources to conduct national media campaigns and organizing drives. An example is the 1.3 million member United Food and Commercial Workers created in 1979 by the merger of several smaller unions.
- Unions are creating new organizations for workers who are interested in improving workplace conditions but do not yet have a union. An example is the group "9 to 5," a National Association of Working Women. These organizations help people to learn how to improve their job situations.

In short, labor unions are changing with the times. Although some of the issues faced by workers are the same as they have been since the 1800s, other issues are new, for example, competition from other countries, the threat of lower wages, and rapid changes in technology. Unions are exploring new types of solutions in adapting to these new demands. However, the pressure on workers to maintain their standard of living is great. That is undoubtedly why workers in the future will continue to look toward unions to fulfill Samuel Gompers' vision of more justice in the workplace.

Structure and Function of Labor Organizations

As with other institutions, the labor movement has several "layers": Ms. Whitney's class was assigned to interview individuals at different levels of the labor movement. The following is a capsule of what they found:

The Local Union: Backbone of the Labor Movement (Larry's interview with Mr. Jack Stevens, local union president)

Larry: Who belongs to your local union?

Mr. Stevens: Local 1126 of the United Food and Commercial Workers International Union, the UFCW, represents workers in food stores and retail stores in the area.

Larry: What are some typical activities of Local 1126?

Mr. Stevens: We represent our members in grievance hearings when they have a dispute with an employer. We negotiate contracts or written agreements with local employers. We communicate with the International UFCW staff for assistance. We share information on political and social issues with our members. We are active in local community activities, such as United Way projects.

Larry: How did you get your position?

Mr. Stevens: I was elected for three years by a majority of the members. Before this, I was chief of the Steward Council. In that job I was in charge of local stewards who represent members' grievances in local firms.

Larry: How does somone join a union? And how much does it usually cost?

Mr. Stevens: Workers in companies covered by our collective bargaining agreements can join at any time. The initiation fee is $50. Monthly dues are $13.50. Most of the money is spent on activities of the local. A portion goes into a fund that pays members on strike. Some of the funds support activities of the international, such as political action, public relations, and research. A small amount goes to the AFL-CIO to pay for a share of its activities.

Larry: Why do you call it an "international" union? Mr. Stevens: Because we have locals in the United States and in Canada. Some unions have only U.S. locals. They are called national unions.

Larry: Do all locals run like yours?

Mr. Stevens: Yes, pretty much. We are, by and large, an industrial union, that is, we represent all the workers in their places of employment. Some unions represent only related workers, for example, just carpenters. Another union may represent other types of crafts workers at the same job site.

The City Central Body: The Scene for Local Collaborative Action (Maria interviews Ms. Mary Donley, President of the Central Labor Council)

Maria: What is the role of the Central Labor Council?

Ms. Donley: We provide a "structure" for all the union locals in the area to work together. Each local sends a representative to our monthly meetings. This includes locals of all AFL-CIO unions.

Maria: What does the council do?

Ms. Donley: We do a number of things. We have an active public relations effort to bring labor issues before the local press and TV. We follow the actions of the city and county government to make certain the interests of labor are represented. For example, we endorse local political candidates. We also are active with the local United Way campaign. Organized labor is very involved with volunteer projects, such as the Jerry Lewis Muscular Dystrophy telethon.

Maria: Do you help organize workers and set up new local unions?

Ms. Donley: No, that is the work of the locals and their international offices.

The International Union: Coordination throughout the Nation (James interviews Mr. Steven Mason, the secretary-treasurer of an international union.)

James: What does the international headquarters staff do that the locals are not already doing?

Mr. Mason: We exist to serve the locals and their members. Our departments are designed to help the locals with organizing, collective bargaining, training members and leaders, and other supportive activities. We also have regional and district offices in many larger cities to carry out these purposes. Other functions are political action, public relations, and information for the members. Because we are located in Washington, D.C., we can go to the Senate and House of Representatives to speak with legislators about bills that affect our members. We also have a monthly newspaper and a quarterly magazine plus occasional newsletters and bulletins about items that will interest the members.

James: How do the international unions make major decisions and choose their leaders?

Mr. Mason: Unions are run democratically. I am up for re-election next year and could lose if the members have not been satisfied with my performance. The same is true at every level. Even the local committee people and shop stewards have limited terms of office. So every union member has the opportunity to someday be a leader. Just as in your VICA, DECA, and FFA clubs, the people who participate actively will get a lot out of the organization.

James: Why are the unions so involved in politics?

Mr. Mason: We are because decisions that affect workers usually are made at the state and national levels. Any political decision that alters the economy could help or hurt 50 million workers and their families who are part of our total union family. Two good examples are decisions about tax reform and regulations on imported goods. In Sam Gompers' world of 1900, there wasn't a federal income tax and we exported more goods than we imported. But as our world becomes more complex, everybody gets involved in the politics—unions, too.

The AFL-CIO: A Union of Unions

The American Federation of Labor-Congress of Industrial Organizations (AFL-CIO) is a voluntary federation of unions that serves its member unions in the following ways:

- Speaking for the entire labor movement before Congress, other branches of government, and the general public
- Coordinating such activities as community services, political education, and voter registration
- Helping to organize unorganized workers
- Representing American labor by working with labor organizations in other countries

Each AFL-CIO union sends delegates to the AFL-CIO convention held every other year. The number of delegates depends on their size. The convention elects the AFL-CIO president, secretary-treasurer, and 33 vice-presidents. These men and women form the AFL-CIO Executive Council that governs affairs between conventions.

The AFL-CIO sponsors approximately 800 state and local AFL-CIO central bodies. The central body described earlier is such a unit. The AFL-CIO also has eight departments for different industry groupings: Building and Construction Trades, Maritime Trades, Metal Trades, Industrial Union Department, Union Label and Service Trades, Public Employees, Food and Allied Service Trades, and Professional Employees. Each has activities and a convention relating to interests of member unions dealing with their particular industry. In addition, the national AFL-CIO has staff departments to assist it in carrying out its responsibilities, for example: Committee on Political Education (COPE), Accounting, Civil Rights, Community Services, Economic Research, Education, Information, International Affairs, Legislation, Organization and Field Services, Occupational Safety, Health and Social Security, and Legal.

WHO IS LABOR IN AMERICA?

Each of the items below is followed by four possible responses. For each item only one of the responses is correct; the others are incorrect. Select the one *correct* response for each item. Indicate your answer by placing a check mark in the blank to the left of the correct item.

1. Which of the following statements about white-collar union members is true?

   _____ a. The majority of union members are "white-collar" or "service workers."
   _____ b. White-collar workers are a small minority of all union members.
   _____ c. White-collar workers are not eligible to join unions.
   _____ d. White-collar union members come only from the manufacturing and construction industries.

2. In recent years, which employer categories have seen the greatest growth in union membership?

   _____ a. Manufacturing
   _____ b. Construction
   _____ c. Government and service-related industries
   _____ d. Retailing

3. Which level of union organization has the most day-to-day contact with workers at particular job sites?

   _____ a. The local union
   _____ b. The city central body
   _____ c. The international union
   _____ d. The AFL-CIO

4. Which of the following best describes the main activities of national/international level unions?

   _____ a. They select local union officers.
   _____ b. They assist local unions with organizing, collective bargaining, and other services.
   _____ c. They endorse local political candidates.
   _____ d. They manage the funds of local unions.

5. Which of the following best describes the AFL-CIO

   _____ a. AFL-CIO selects the leaders of the international unions
   _____ b. AFL-CIO selects the leaders of local unions
   _____ c. AFL-CIO is a federation that unions join voluntarily just like countries join the United Nations
   _____ d. AFL-CIO bargains collectively with major employers

UNIT III

COLLECTIVE BARGAINING: DEMOCRACY IN THE WORKPLACE

Goals for Learning

This material is designed to help you gain useful information as you prepare to enter the job world. As you read this unit, think about these questions:

- How do workers organize a union?
- What are the advantages of a group of employees negotiating working conditions, salary, and benefits with an employer compared to individuals negotiating separately?

Tools for Learning

See how many situations you can identify where teamwork or group effort made something happen that individuals working separately could not do. For example, a touchdown and a senior prom require planning and action from groups. Talk to a friend or relative who is a union member. Ask how their union negotiates a contract agreement.

COLLECTIVE BARGAINING: DEMOCRACY IN THE WORKPLACE

What is Collective Bargaining?

One of the goals of the labor movement is to increase the number of workers who are able to bargain collectively with their employers. To bargain with employers means to negotiate or confer directly with them about wages and working conditions. The result is a legally-binding contract. This collective action speaks much louder to the management than any actions individuals could take on their own.

The process by which a union is installed as the legal bargaining agent and by which it bargains collectively has these main steps:

- A union must be "recognized" as the workers' official representative.
- The union and employer must negotiate about terms and conditions of employment.
- A collective bargaining agreement (contract) must be signed by both parties.

This process is regulated by federal and state law. The laws do not guarantee completion of the process or set schedules for its completion. This makes the whole process very complex. The next pages will give you an example of what occurred in the case of "Whole Earth Bakeries," a fictitious firm.

The Case of Whole Earth Bakeries

Whole Earth Bakeries, founded in 1971 by Joseph Phillips, grew rapidly in serving many stores beyond the local area. The firm grew to over 100 employees, as restaurants and food stores over the entire state began to purchase its products. Then Mr. Phillips decided to go on an extended trip around the world. To raise funds, he sold the company to IBT Inc., a national chain of bakeries. IBT sent one of its managers, Harvey Thomas, to be superintendent at Whole Earth Bakeries. Thomas immediately introduced some changes that IBT Inc. felt would increase profits, including the following:

- Eliminating the bonus plan
- Requiring everyone to work 7:00 to 4:00 instead of allowing flexible work schedules
- Establishing a dress code that would end what he termed the "unprofessional" appearance of Whole Earths' workers

A group of long-term employees, meeting after work, discussed what they could do to respond to these changes. They discussed the following possibilities:

- Look for work elsewhere
- Start their own business
- Learn to live with these new policies
- Form a union in Whole Earth Bakeries

Given the number of years these workers spent building up the business, they were unwilling to quit. They decided to find out about prospects for a union. Meeting on a Sunday night, the workers had a question-and-answer session with Martin Maxwell, an organizer from one of the international unions in this industry. After listening to the workers, Mr. Maxwell spoke: "We have dealt with IBT before and know how they operate. Until we got representation at their Silver Hills plant, their workers were paid salaries far below our standard. Getting IBT to bargain was difficult. At first they resisted and threatened to dismiss several workers. But in the end, we were able to prevail."

Even though the National Labor Relations Act gives workers the right to form unions, the employer reactions that Mr. Maxwell mentioned are not unusual. Even in the eighth decade of the 1900s, over 18,000 complaints each year are filed against employers for illegally discharging union activists.

Following their first meeting with Mr. Maxwell, the workers contacted their fellow employees. Their aim was to find a majority of workers willing to join the union. The workers who were interested in joining the union signed authorization cards. A sample is shown on the following page.

EXHIBIT 6
A UNION AUTHORIZATION CARD

..... 19.....
(Date of Signing)

I, ... , now employed by
(Print your full name here)

.....
(Name of Company employed by, and location such as Street, City & State)

have voluntarily accepted membership in .....

..... of the PIN MAKERS UNION OF AMERICA (AFL-CIO), and designate said Union as my bargaining agent in all matters pertaining to wages, hours, and other conditions of employment. I hereby authorize my Employer (the above named Company) to deduct from my wages my dues and initiation fee due to said Union. This authority to make such deductions shall be irrevocable for the period of one year or until the termination date of the collective bargaining agreement between my Employer and the Union, whichever occurs sooner, and I agree and direct that this authorization shall be automatically renewed and shall be irrevocable for successive periods of one year each or for the period of each succeeding collective bargaining agreement between my Employer and the Union, whichever shall be shorter, unless written notice is given by me to the Employer and the Union not more than twenty (20) days and not less than ten (10) days prior to the expiration of each period of one year or of each collective bargaining agreement between my Employer and the Union, whichever occurs sooner. If a new worker: this authorization becomes effective at the end of my trial period.

....
(Operation & Dept.)

Miss
Mrs.
Mr. .....
(Sign here, do not print)

Social Security No. .....

.....
(Print here signer's home address)

Source: Reprinted from Robert Doherty, *Labor Relations Primer: An Introduction to Collective Bargaining Through Documents*, Second ed., revised (Ithaca, 1984), 14, by permission of ILR Press, Cornell University.

When 30 percent of the workers at Whole Earth Bakeries signed authorization cards, the organizers were ready for another step. They filed a representation petition with the regional office of the National Labor Relations Board (NLRB). This petition requested that the NLRB conduct an election to allow all workers to vote about having a union. The NLRB responded by sending an investigator, Ms. Judy Morris, to Whole Earth.

Ms. Morris counted and checked the authorization cards to make sure that 30 percent or more of the workers were interested. If not, the election would have to be cancelled. The next step was to verify the bargaining unit, that is, determine which workers the union would represent.

In general, workers in a bargaining unit must share some of the following common features:

- Similarity of job descriptions
- Location of the worksite
- Type of supervision
- Wages, hours, and benefits that are similar

Sometimes it is difficult to decide on who is in the bargaining unit, especially when more than one plant or store are involved—or if a large company is being organized at the same time. In the case of Whole Earth, there were no great difficulties. As Ms. Morris noted, the whole company—except for Mr. Thomas and seven supervisors—was considered a bargaining unit. The 84 production, maintenance, and clerical employees voted on a union.

In order to assure that no one broke the law by engaging in unfair labor practices, the election itself was supervised by the NLRB. Election notices were posted throughout the plant. Only members of the bargaining unit were allowed to vote. All ballots were secret and both the workers and employers sent observers to the polls.

The results showed that the union received 57 out of 84 votes, that is, about 67 percent of the workers voted for the union. Since 50 percent or more votes were needed to win, Mr. Maxwell and his fellow workers celebrated their victory. As a result, the union was certified with the NLRB, that is, the Whole Earth management was legally required to bargain with the union for "a reasonable period of time." (Usually, it is for a minimum of a year.)

Both the company and the union have obligations or responsibilities for the collective bargaining process, including the following:

Employer's obligations to "bargain in good faith"

- To meet with union representatives at reasonable times
- To discuss mandatory bargaining subjects such as wages, hours, and working conditions
- To carry out all negotiations with full knowledge of the negotiating committee
- To share information with the union about company financial records

Union's obligations to carry out "the duty of fair representation"

- To represent fairly the workers in the bargaining unit, including those who are not union members
- To meet management representatives at reasonable times
- To discuss mandatory bargaining subjects
- To carry out all negotiations with full knowledge of the negotiating committee

Violations of these principles—by either employer or the union—can result in filing an unfair labor practice charge with the NLRB.

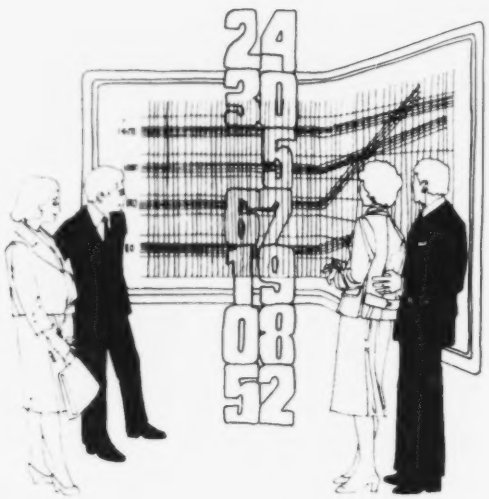
Mr. Thomas prepared for contract talks with the union. This required consultation with IBT corporate headquarters staff. Mr. Maxwell and the union's international headquarters research and legal staff assisted the local in developing their contractual demands. The research on both sides of the table looked into the following factors:

- Wage rates and working conditions in similar industries
- Trends in the cost of living
- Financial stability and wealth of the company
- The competitive position of the business
- Safety and health

The process of negotiation can be a long, complicated affair. Each side may begin with requests for more than they ultimately expect to gain. Positions and issues may be "traded" between union and management, with each side having some give-and-take.

The subjects discussed in contract talks must include wages, hours, and the following other terms and conditions of employment:

- Fringe benefits
- Escalator clauses
- Seniority
- Health and safety provisions
- Non-discrimination clauses
- Union security
- Management rights
- Discipline provisions
- Grievance procedures
- No-strike clauses
- Arbitration clauses
- Length of contract



The following examples from the Whole Earth Bakeries negotiations describe several of these topics:

Wages and Hours

- Wage rates are stated for each position title, such as Mixing Machine Operator, Taster, and Packager.
- Overtime pay provisions are stated.
- Wage rates and overtime provisions must be in line with state and federal minimum wage laws.

Fringe Benefits

Fringe benefits ranging from such items as vacation pay through subsidized child care have become increasingly important to workers. Table 1 identifies recent figures on fringe benefits received by production workers in medium to large firms:

TABLE 1

SELECTED FRINGE BENEFITS: PRODUCTION WORKERS

Benefits	Percentage of Workers Who Received Benefits
Vacation	99%
Life Insurance	96%
Health Insurance	97%
Pension	80%
Educational Assistance	68%
Employee Discounts	51%
Recreation Facilities	29%
Profit Sharing	19%

Source: From Statistical Abstract of the United States, 1986, 106th ed. U.S. Department of Commerce, Bureau of Census. Washington, DC: Government Printing Office, 1986, Table No. 708.

At Whole Earth Bakeries, a fringe benefit issue of increasing national importance receives attention, namely, maternity leave. During Mr. Phillip's ownership, an unpaid maternity leave of two years was guaranteed. However, Mr. Thomas wanted to reduce this to two months.

Escalator or Cost-of-Living Clause

The "escalator" clause provides an automatic wage adjustment to deal with the rising costs of inflation during the length of the contract. For example, increases in wages for the next two contract years may be guaranteed. Cost-of-living may be based on changes in the Consumer Price Index. The Consumer Price Index, a statistic produced by the U.S. Department of Labor, measures the increase in the cost of living for an average family.

Seniority

Generally, these clauses give employees with high seniority (work experience) the first consideration for promotions, transfers, overtime, and so on. In the case of layoffs, employees with less seniority will lose their jobs first.

Health and Safety

Contract clauses often set up a union health and safety committee. The committee usually makes inspections of the work areas and examines company health and safety records. The right of an employee to refuse unsafe assignments can be included in a contract.

Nondiscrimination Clauses

These sections deal with eliminating employment practices that discriminate against workers on the basis of age, race, sex, religion, handicap, or national origin. At Whole Earth, the union and company both want to assure that women have an opportunity to be mixer operators. This position, which requires lifting fifty-pound bags of flour, traditionally had been limited to men.

Union Security

These clauses, which state the conditions for union membership, are highly important to the union. These provisions are affected by State laws. Here are some typical arrangements:

- *Union Shop.* Workers are required to join the union within a specific time after they are hired (such as 30 days).
- *Agency Shop.* Employees who are not union members must pay a monthly service charge to the union.
- *Open Shop.* Employees are not required to join the union or pay a service charge to the union. Unions generally regard this position as undermining the rights of workers.

Management Rights

Labor contracts often include a clause that guarantees and specifies the rights of company management. Usually management is guaranteed the right to decide on corporate structure, production levels, investments, and plant sizes. Since the Whole Earth union had some involvement in decisions under Mr. Phillips, they wished to be represented on the company board of directors.

Discipline

Discipline clauses outline procedures for dealing with misbehavior at the worksite, that is, measures such as warnings, notations on work records, suspension, and discharge. At Whole Earth, the union wanted a clause inserted that "improper attire shall not be subject to discipline unless unsafe situations with machinery are caused by the employee's mode of dress."

Grievance

The grievance clause is another important part of a contract. It outlines the steps a worker takes to file a grievance. A grievance often occurs when an employer violates a contract provision. This clause usually is fairly long and complex. The next unit, "Safeguards in the System," explains how a grievance procedure is applied.

No-Strike Clause

The no-strike clause usually prohibits almost all strikes during the period of the contract. This gives the employer security about production and profit planning. This clause has an exception, that is, usually workers are exempt from the no-strike rule in cases where extremely dangerous working conditions arise.

Arbitration Clause

This clause allows for a neutral outside party—or arbitrator—to settle labor-management disputes. An arbitrator is needed when all steps of the grievance procedure have been followed and the employee or the company still do not agree. In most clauses, both parties agree that the arbitrator's decision is final and legally binding.

Length of Contract

The number of years covered by the contract also is an issue. Shorter contract length may allow more frequent changes in wages to adjust for inflation. Longer contract length may give the company and workers more stability.

Reaching a Contract Agreement

After much discussion, offers, counteroffers, and compromises by both sides of the bargaining table, an agreement normally is reached. Table 2 shows the union request, management counter-offer, and final agreement on some key points of the Whole Earth Bakery agreement:

TABLE 2

SUMMARY OF A CONTRACT AGREEMENT

Clause	Union Request	Management Counter-offer	Final Agreement
Wages	6% across-the-board increase	5% increase; lower tier pay for employees hired after next January	5.5% across-the-board increase
Health Benefit: Maternity Leave	Up to two years leave with guaranteed job upon return	Two months leave	One year leave, returning workers get first chance at job openings
Management Rights	Representation on IBT board	IBT board to be retained as currently organized	Board left as is; joint labor-management committee established
Discipline	No dress code except for safety reasons	Dress code with discipline for violations	No dress code except for safety reasons

To be approved, the contract proposal must be ratified or approved by a majority vote of the union members. In this case, Whole Earth workers voted 62-22 in favor of the proposed contract.

If the proposal was defeated, the negotiators would go back to the table and try again. In the vast majority of cases—both for new contracts and renewals—labor and management settle without any problems. In the few cases where agreement cannot be reached at the bargaining table, either side has the option of calling a representative of the Federal Mediation and Conciliation Service (FMCS). These experts help the negotiators reach a compromise. If this fails, a strike may be called. Strikes are one union activity that often makes the news. You may be surprised to learn that strikes take less than 1/10 per cent of total working time in the United States.

New Relationships

Labor and management are continually seeking ways to relate beyond the traditional collective bargaining procedures. Especially in the 1970s and 1980s, there have been an increased number of joint labor-management projects.

- *Work environment improvement.* Even before the Occupational Safety and Health Act (OSHA), some industries had joint committees for the improvement of safety and health. Other joint arrangements that improve the workplace are cooperative education/training programs and drug abuse assistance programs.

- *Quality improvement.* Joint efforts to improve the quality of products and services also have become more common. One form, the Quality Circle, uses a group of workers who meet to talk about methods to improve the quality of their work. Quality efforts can give the workers added pride and involvement in work-related decisions.

- *Productivity improvement.* Some projects, aimed at reducing costs or increasing production, are seeking ways to produce more goods or services through more efficient procedures. Sometimes quality and productivity goals are part of the same effort. Some of these projects reward workers with increased pay for improvements that increase profits.

The Joint Labor-Management (JLM) Committee of the retail food industry is one interesting example. Operating since 1974, the JLM, organized by unions and companies in the supermarket industry, has sponsored a study of the effects of plastic wrapping film on meat-cutters' respiratory ailments and analyzed health benefit plans to find ways of reducing their cost without cutting benefits.

COLLECTIVE BARGAINING

Match the terms in the left column with the definitions in the right column. Write the letter for the matching definition in the blank space.

Terms	Definitions
_____ 1. collective bargaining	a. negotiations between an employer or group of employers and a labor union
_____ 2. authorization card	b. a legal agreement that binds labor and management
_____ 3. bargaining unit	c. document signed by workers who want a union to represent them
_____ 4. contract	d. government agency which supervises union elections
_____ 5. grievance clause	e. the group of employees who are represented by a union
_____ 6. National Labor Relations Board	f. portion of a union contract that outlines the steps to be taken if an employee's rights have been violated

UNIT IV

PRESERVING WORKERS' RIGHTS— SAFEGUARDS IN THE SYSTEM

Goals for Learning

This material is designed to help you gain useful information as you prepare to enter the job world. As you read this unit, think about these questions:

- Who would stand up for you if you were fired due to a personality conflict with your supervisor?
- What can a person do about potentially dangerous or unhealthy conditions at a workplace?

Tools for Learning

Talk to a friend or relative who is a union member. Have them describe grievances that have been filed at their workplace. Call your local library's reference department for information on your state's laws about wages and hours of employment.

PRESERVING WORKERS' RIGHTS— SAFEGUARDS IN THE SYSTEM

Workers' Rights and You

If you are working now, everything may seem like "smooth sailing" on the job. Sooner or later, however, you may have to deal with problems similar to the ones that the following workers have:

- Nancy was fired due to a disagreement with her supervisor. She feels that she followed directions correctly and that the situation is primarily a personality conflict.
- Bill is a cooperative education student. His employer wants him to work a 5 p.m. to 12 midnight shift four nights during the school week. Bill does not know what to do. He needs the money but fears his schoolwork will suffer if he works the extra hours.
- Penny works in a metal shop where some of the machines do not have the proper guard devices. One worker lost part of a finger last week. The employer says workers simply should be more alert and careful to avoid similar accidents.
- Rick has applied for a job as a typist. He cannot find any other job in town. The employer asks him, "You don't really want that job, do you? We only hire women as typists."

What do you think those workers can do to improve their situations? What can safeguard their working rights?

A Union Safeguard: The Grievance Process

Let's consider Nancy's case first. Unless her workplace is unionized, she probably can do very little to get her job back. Employment laws generally permit employers to discharge workers for a wide variety of reasons.

On the other hand, if Nancy's firm has negotiated a contract, the union may be able to her regain her job by following the grievance process. A *grievance* is a situation where a worker believes that his or her rights on the job have been violated. Typically labor contracts outline a grievance process that involves union and management representatives in an effort to solve employers' problems. In a case such as Nancy's, the company may have violated the contract clauses about discharge or disciplinary procedures. Another worker called a "steward," who is the local union's representative at the firm, will help her.

Although, the actual steps involved in processing a grievance vary from contract to contract, the basic grievance procedures are fairly standard throughout the country.

Workers' Rights Under the Law

Workers can file a grievance if a provision of their contract has been violated. They may also file a grievance when they believe that a violation of a state or federal law has taken place. Nancy, Bill,

Penny, and Rick can seek help from the law as well as through the grievance procedure. As a future worker, you also need to know about legal protection in a number of areas including safety and health, industrial injuries/disability, hours and earnings (child labor and minimum wage), employment discrimination, and unemployment compensation.

Safety and Health

Penny's concern over safety is shared by many workers. Each year over 15,000 Americans die from industrial accidents or work-related diseases. In many workplaces, employees are exposed to noise, dust, gases, toxic chemicals, and potentially unsafe machinery. The Occupational Safety and Health Act of 1970 (OSHA) was passed to ensure workers a safe and healthy workplace.

OSHA requires all employers to keep records about health and safety conditions. Federal inspectors sometimes visit workplaces unannounced. They enforce the law by issuing citations—written warnings—when health and safety standards are violated. Employers can be fined up to $1,000 per day for not complying with OSHA. OSHA benefits workers in the following ways:

- *Current safety and health concerns.* Among the most pressing safety and health issues today are:

—*Asbestos hazards.* Many workers in heavy industry and in public buildings have been and may still be exposed to disease-causing asbestos fibers.

—*Video display terminal fatigue.* There appear to be detrimental effects on workers who have extended exposure to video display terminals.

—*Carpal tunnel syndrome.* This ailment increasingly afflicts ligaments in the wrists of those who work at cash registers, keyboards, and other office machines.

—*Toxic substances.* A recent federal law requires labeling of potentially hazardous substances used in work places.

- *Employer responsibilities.* Employers must post signs that explain OSHA in prominent work areas, pay for costs of protective equipment, allow federal inspectors to investigate the work place, keep records of safety violations and workplace health and safety conditions, and keep records of employee exposure to toxic materials.
- *Worker responsibilities.* Workers are required to adhere to safety regulations, use protective equipment or clothing, and abide by OSHA regulations in the workplace.
- *Reporting OSHA violations.* Any employee covered by OSHA has a right to file a complaint about company violations of safety and health regulations. Violations will be investigated if the employee follows a number of specified regulations such as putting requests for inspection in writing and specifying the reasons for the request. Also, an employee who files violation reports may not be discharged or discriminated against by the employer.
- *OSHA inspections.* Health and safety inspections may be routine or in response to a complaint. Advance notice of an inspection is almost never given and any individual who notifies the employer of a planned inspection is subject to criminal charges. The inspector has legal authority to do the following: (1) arrive at any reasonable time and inspect the entire work area and all machinery, (2) write up citations for all OSHA violations observed, (3) privately interview employees and employers, (4) request sworn oaths and inspect company records, (5) take samples and photographs, and (6) request evidence.

Industrial Injuries/Disability

Worker's compensation is a program set up under state laws to assist people who have accidents or work-related health problems. Although the laws vary, the following provisions generally apply in most states.

Worker's compensation provides cash benefits and medical care to those who are injured or disabled on the job. The program applies only to injuries at the jobsite or when a worker is travelling as part of his or her official duties. Items covered include any kind of burn, scrape, cut, strain, or fall; total or partial loss of sight, hearing or other bodily function; total or partial loss of any part of one's body; disfigurement; and injurious exposure to dangerous chemicals. Heart attacks, arthritis, cerebral hemorrhage, cancer, and mental illness may be covered if caused or aggravated by work activity or stress. Worker's compensation also may provide rehabilitation and vocational training to assist injured workers in finding jobs.

An injured worker must notify his or her employer as soon as possible. Different states have different procedures about applying. Usually the employer will assist the worker with required paperwork.

Hours and Earnings

Bill's proposed work schedule may be more than the law permits, depending on his age and where he lives. State and federal law regulate hours and earnings, for example, the Fair Labor Standards Act (originally passed in 1938) prohibits exploitation of child labor and sets a minimum wage. These protections apply to many, but not all, employers. States have passed similar laws. The following are some of the key provisions of the Fair Labor Standards Act which the labor movement played a major role in obtaining:

- 40-hour standard work week, except for persons under 16 years of age
- Not less than 1 ½ times the regular rate of pay after 40 hours in a week; 2 times the regular rate on Sundays; 3 times on holidays
- Persons 14 or 15 years old may work in jobs other than manufacturing, mining, or hazardous duty for no more than 3 hours on a school day, 8 hours on a nonschool day or 18 hours on a school week, and only between 7 a.m. and 9 p.m. during the school year
- Minimum wage which will rise with the cost of living ($3.35 per hour in 1986)

If Bill is 15 years old and works for an employer covered by this law, he is being asked to work too many hours and too late for school nights. Different types of employers must follow different rules. Restaurant work and babysitting, for example, may not be covered under minimum wage. Find out about the laws in your state.

Employment Discrimination

The Civil Rights Act of 1964 outlaws discrimination against a worker on the basis of race, color, sex, or national origin. The employer who is forbidding Rick from applying for the typist job is breaking this law. Other federal and state laws extend this protection to handicapped and older workers.

Several kinds of discrimination are prohibited. Overt or obvious discrimination exists in statements such as "We don't want men as typists" or "My customers won't like a salesperson who is (minority group)." Hidden discrimination may appear in policies which work against a protected

group of workers. For example, a requirement that factory workers be above 5'8" and 150 lbs. would exclude many women. In order for such requirements to be legal, the employer must prove that the requirements are necessary for doing the job. Only in a few cases—such as male and female clothing models—has gender been considered a legitimate job qualification.

The anti-discrimination laws govern a number of hiring, compensation, and working environment practices and procedures. The following four items, adapted with permission, from A Worker's Guide to Labor Law (1983) clarifies some of these practices:

Are women workers protected from sex-based wage discrimination?

Yes. The Equal Pay Act of 1963 requires the same pay for men and women performing equal work. Equal work means work requiring substantially equal skill, effort, and responsibility, performed under similar working conditions.

Jobs do not have to be identical. For example, if a man and a woman work in the same establishment, and 95% of their time is spent in similar tasks, the fact that 5% of their jobs are different is not likely to justify different wages. This means that a male supermarket cashier who occasionally stocks shelves cannot be paid more than a female cashier who occasionally straightens out the cigarette rack.

What about work which is different, but comparable in skill, effort, responsibility, and working conditions?

In an important new legal development, some courts have held that Title VII protects women against lower wages in traditionally women's job categories. This new concept is called "comparable worth" and involves comparing the value of jobs traditionally held by women to jobs traditionally held by men. For example, it may be illegal sex discrimination for a hospital to pay nurses less than truck drivers. Comparable worth, also called pay equity, is becoming an important issue in many contract negotiations, although the Supreme Court has not yet ruled on what is required to prove illegal wage discrimination in comparable worth cases.

What protection do handicapped workers have?

It is illegal to exclude physically or mentally handicapped workers from employment opportunities. The only exception is if the handicap prevents the worker from being able to perform the job, or if the handicap would endanger the worker or other people in the work area. In addition, an employer is required to make reasonable accommodations to permit employment of handicapped persons. This might include installing wheelchair ramps, or providing a stool at the work bench. A number of factors are taken into account to determine what is "reasonable accommodations." A large paper mill would be required to expend more money to make jobs accessible to the handicapped than a small "Mom and Pop" operation.

Does a person have to prove discrimination?

No. If a person suspects employment discrimination, he or she should contact the agency responsible for enforcing the law. Your state Civil Rights Commission or Area Office of Equal Employment Opportunity Commission are two of the agencies to contact.[1]

Unemployment Compensation

Unemployment compensation is a joint state-federal program that assists many workers who lose their jobs. Eligible persons can receive up to 26 weeks of salary compensation. The amounts paid vary from state to state and depend on the worker's previous earnings. Although eligibility requirements vary, generally they include the following stipulations. The worker must—

- have been working a certain number of weeks or have earned a minimum amount;
- be able and available for work;
- have been discharged for reasons other than misconduct;
- not be a person who voluntarily quit a job, except for some very specific reasons (check your state law on this);
- not be out of work due to a labor dispute (except in a few states).

Suppose that the following people register for unemployment benefits:

- Anne was laid off due to lack of work.
- Bill left a job because he did not like the hours.
- Charles was fired for petty thievery on the previous job.
- Dave belongs to a local union which is on strike.
- Elsie worked for one week before receiving a layoff notice; she had not worked previously.

Other than Elsie, all had been working for at least a year. Who would qualify for benefits?

- Anne qualifies since her discharge was not voluntary nor did it occur because of misconduct.
- Bill disqualifies since he decided to quit the previous job.
- Charles disqualifies since his misconduct rules out benefits.
- Dave disqualifies (in most states) since being on strike does not entitle anyone to benefits.
- Elsie disqualifies since she has not met the prior work requirement.

State regulations and interpretations differ. Check your state's unemployment laws or contact a state employment service office for more information.

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[1] **Source:** Excerpted from *A Worker's Guide to Labor Law*, 4th ed., (Orono, ME: 1983), 69-76, by permission of Bureau of Labor Education, University of Maine.

SAFEGUARDS IN THE SYSTEM

Match the terms in the left column with the definitions in the right column. Write the letter for the matching definition in the blank space.

Terms

_____ 1. grievance

_____ 2. Occupational Safety and Health Administration (OSHA)

_____ 3. Fair Labor Standards Act

_____ 4. workers' compensation

_____ 5. Equal Employment Opportunity Commission (EEOC)

_____ 6. Social Security

Definitions

a. payments to workers who have received job-related injuries or diseases

b. government program providing retirement and other benefits

c. agency which investigates employment discrimination

d. a complaint handled through steps established in the contract

e. legislation that established minimum wage and regulated hours of employment

f. agency which investigates safety and health hazards violations

UNIT V

PARTNERS IN EDUCATION AND TRAINING

Goals for Learning

This material is designed to help you gain useful information as you prepare to enter the job world. As you read this unit, think about these questions:

- What was life like for children who worked in factories instead of going to school?
- After I get my first job, how can I acquire advanced education and training to learn new skills?

Tools for Learning

Ask your school's placement director or guidance counselor for the names of recent graduates now in apprenticeship programs. Call one of these people to find out what they are doing and how they will profit from being an apprentice.

PARTNERS IN EDUCATION AND TRAINING

Labor's Role in Public Education

How would you react to the following employment advertisement?

ATTENTION

Enterprising boys and girls needed for entry-level manufacturing jobs. Hours 6 a.m. - 8 p.m. Monday - Saturday. Wages 25 cents per day. Opportunities to advance to 30 cents per day. Ages 8-16 invited to apply at:

McGillicuddy Manufacturing
105 Stormwater Street

A boy or girl in the early days of manufacturing (1800 to 1850) might have answered this ad. Would a truant officer have checked on children who were missing from school? No, because there probably was no school unless the parents had a good amount of extra money to provide for it.

Free public schools as we have today did not exist in many communities. Many children spent their time working long hours in poor conditions in the factories, mills, and mines. Labor unions were among the first to speak out against this tragic situation. The Workingmen's Party in New York City in 1829 demanded a school system for children from all backgrounds—rich and poor. A group of workers in Philadelphia promoted free public schools for Pennsylvania. In 1834, the Pennsylvania legislature passed the first state law for free public education.

After these early victories, labor unions continued to press for better education. Unions always have fought for good schools for several reasons. They believe that children of ordinary working people should have the same chance to improve themselves as children of the wealthy. They know that America can be a strong democracy only if citizens are educated. They know that schools are a better environment for young people than the workplace. Labor leaders also have been aware at some employers might try to employ children for lower wages, forcing other workers out of jobs.

Labor also has been concerned about what is taught in schools. The early American Federation of Labor favored a well-rounded school program. Besides courses in English, math, and social studies, they included vocational education. Organized labor has been a key sponsor of the legislation which created vocational education, for example:

- The Smith-Hughes Act of 1917, which gave the first federal funds to start vocational education, was passed with full sponsorship and active support from AFL.
- The landmark Vocational Education Act of 1963 received not only legislative support from the AFL-CIO, but also ideas for improvement that the AFL-CIO presented.
- The Career Education Incentive Act and the Education for All Handicapped Act, as well as other recent laws on equity were actively promoted by the AFL-CIO.

Some ideas and viewpoints that organized labor has contributed to vocational education include the following:

- Vocational education programs should have advisory committees so that labor, management, and community representatives can keep programs up to date.
- Vocational education programs should be open to all persons without regard to ethnic background, race, or sex.
- Vocational education should be appropriately funded.

One of the reasons that unions have promoted vocational education is that "voc ed" is a good foundation for becoming a skilled trade or craft worker. Unions build upon this foundation through their many apprenticeship training programs.

Apprenticeship Opportunities

Has anyone ever said to you, "Go to college if you want a good job"? If so, they may have overlooked another route to well-paying skilled work—the apprenticeship system.

Apprenticeship is one of the oldest training methods. The first apprenticeship training was probably developed to train stone masons to build King Solomon's temple and the Egyptian pyramids. Today, craft unions, some industrial unions, and employers jointly sponsor apprenticeship programs. An apprentice receives on-the-job experience along with related classroom training. Experienced tradespeople provide the instruction. This usually takes four years. At the end of the training period, the successful apprentice is considered a journeyman. He or she is a fully-trained worker who receives top-of-scale wages. Figure 1 shows average weekly wages in 1984 for experienced workers in several trades, compared with average weekly wages in several careers requiring college degrees.

Public relations specialist	$500	Printing press operator
Teacher	$450	Electrician
Registered nurse	$350-$400	Plumber/Pipefitter

Figure 1. Comparison of Average Weekly Wages

Source: From *Occupational Outlook Handbook: 1986-87 Edition*. U.S. Department of Labor, Bureau of Labor Statistics. Washington, DC: Government Printing Office, April 1986.

How do you become an apprentice? The answer may depend on the industry and occupation. In manufacturing, apprenticeship slots for training such as advanced machinist or tool and die maker may be given on the basis of seniority. Workers with several years of experience in the plant will have a better chance of getting this training.

In construction trades and in some other crafts, the selection of apprentices is more like the college admissions process. You must take a test which measures vocational aptitude, for example, a manual dexterity test with pegboard. Those who pass the test may be required to have an interview that enables apprenticeship representatives to assess attitudes, physical well-being, and interest.

Based on the test and interview results, those who are accepted as apprentices are placed on a list. Women and minorities may attain a higher place on the lists because of affirmative action quotas. Applicants at the top of the list get first claim to a job in the trade. Those further down the list need to wait longer, sometimes a year or more.

Because the lists fill quickly, most programs will accept apprenticeship applications only for a limited period, perhaps one week during the year. The number of apprentices accepted depends on local economic conditions. When business is slow and experienced workers are out of a job, there is limited enrollment of apprentices. When business is on the upswing, more apprentices will be accepted in order to meet the demand for workers.

Apprenticeship programs often are guided by groups known as the Joint Apprenticeship Committee (JAC) or Joint Apprenticeship and Training Committee (JATC). The JAC includes labor and management representatives. To learn more about apprenticeship opportunities in your area, look in the Yellow Pages under Labor Organizations. Look for local unions of the trade which interests you, along with the words JAC, Joint Apprenticeship, or Apprenticeship Coordinator. Or you may wish to contact the Bureau of Apprenticeship office in your state. Information also is available from the federal government office: Bureau of Apprenticeship and Training, U.S. Department of Labor, Washington, DC 20025.

Lifelong Learning for Labor

Does the thought of lifelong education make you think, "I'm going to graduate soon and never go in a school building again?" It is possible to understand this feeling, since nearly everyone tires of schooling at one time or another.

However, changing technology and an uncertain economy mean that most workers will have to keep learning throughout their lives. The good news is that most workers find adult and continuing education programs to be enjoyable and valuable experiences. Labor unions operate an increasing variety of such programs to train leaders and inform their membership. Many unions have negotiated through the collective bargaining process for the establishment of training funds or trusts to set up ongoing skill training programs, adult education courses, English language training, as well as preretirement counseling and leisure courses.

For example, the AFL-CIO operates the George Meany Center for Labor Studies. Some major national and international unions, such as steel, auto, maritime, and machinists unions operate similar study centers. The Center—located in suburban Washington, DC—is a training facility for full-time officers, representatives, and staff employees of all AFL-CIO affiliated unions. During any given year, over 5,000 persons come to the Center to participate in institutes and workshops. The sessions focus on new ideas and methods to build the labor movement. Featuring the latest electronic communications aids, such as videotape recording and playback equipment, the center continually

updates its selection of educational programs. A recent catalog lists typical program offerings, for example, "Using Micro Computers in Negotiations" and "Public Communications: Working with the Media."

At many locations around the country, local union members attend training courses operated by college and university labor studies centers. Through some of these arrangements, union leaders can earn a bachelor's degree in labor studies. Speaking of bachelor's degrees, labor unions have established scholarship funds that award millions of dollars of financial aid.

If you are a union member, or have a parent who is a union member, you may be eligible for a scholarship. International and local unions as well as city and state central bodies have programs. For further information about the *AFL-CIO Guide to Union Sponsored Scholarships, Awards and Student Financial Aid*, write to this address:

Scholarship Guide
AFL-CIO Pamphlet Division
815 16th Street, N.W.
Washington, DC 20006

PARTNERS IN EDUCATION AND TRAINING

Each of the items below is followed by four possible responses. For each item only one of the responses is correct; the others are incorrect. Select the one correct response for each item. Indicate your answer by placing a check mark in the blank to the left of the correct item.

1. Which statement best describes the role of unions in establishing free public education?

   _____ a. Unions were neutral on the issue of free public education.
   _____ b. Unions favored private schools.
   _____ c. Unions strongly promoted free public schools.
   _____ d. Unions wanted to establish schools in the factories.

2. What kind of a school program have unions favored?

   _____ a. A program focused on the classics of literature and Greek and Latin
   _____ b. A program that includes academic and vocational instruction
   _____ c. A program devoted solely to vocational/technical education
   _____ d. A program that emphasizes the "3 Rs"

3. Which of the following statements about apprenticeship are true?

   _____ a. Persons completing apprenticeships can earn more than some college graduates.
   _____ b. It is easy to get into apprenticeship programs.
   _____ c. Apprenticeship uses both classroom instruction and on-the-job training.
   _____ d. A. and c. above are both true.

4. What is the name of the local organization which offer sponsors an apprenticeship program?

   _____ a. Joint Apprenticeship Committee
   _____ b. Grievance committee
   _____ c. City central body
   _____ d. Trades training committee

5. How do unions help people who want to go to college?

   _____ a. By providing tutors
   _____ b. By co-sponsoring the SAT test
   _____ c. By operating apprenticeship programs
   _____ d. By sponsoring union scholarships that assist thousands of students

UNIT VI

PARTNERS IN PUBLIC SERVICE: ORGANIZED LABOR AND COMMUNITY LIFE

Goals for Learning

This material is designed to help you gain useful information as you prepare to enter the job world. As you read this unit, think about these questions:

- What do you know about union activities to improve the quality of life in your community?
- When a factory closes and workers lose their jobs, which organizations in your community assist these dislocated workers?

Tools for Learning

Find out what kinds of volunteer activities the United Way agency in your community provides. Call the agency to learn more about participation of labor unions in the United Way.

PARTNERS IN PUBLIC SERVICE: ORGANIZED LABOR AND COMMUNITY LIFE

Community Service Activities

It would be easy for unions to say "the job is done" when members win improvements at the workplace. Some people do not know that unions also spend much time and money sponsoring improvement in community life. These activities are designed to benefit everyone in the community, not just union members.

The following are three ways in which unions provide community service:

- Assisting social service and charity organizations in the community
- Providing useful information and services for consumers
- Operating programs to find new jobs for workers who have lost their jobs

Assisting Social Service and Charity Organizations

Have you ever had a blood transfusion? Have you ever been a Girl Scout or Boy Scout? Have you contributed to the Jerry Lewis Muscular Dystrophy Telethon? If so, you have been a part of community programs that labor unions help support. Many of these causes receive money from the United Way. Labor unions and their members provide 30 percent or more of the contributions United Way receives. Five union presidents serve on United Way's board of directors. The AFL-CIO's Department of Community Services works closely with United Way's Department of Labor Participation.

The Department of Community Services has approximately 200 staff people in 155 cities who coordinate volunteer and community service programs. These staff, called Community Services Liaisons, assist central labor bodies and local unions with volunteer activities. Their activities include helping United Way agencies in the community. Another activity of the Community Services department is the AFL-CIO Union Counseling Program. Through this program, local union members are trained as volunteer counselors. They are trained to help fellow members with concerns such as financial difficulties, emotional illness, drug or alcohol abuse, and planning for retirement. The union counselor also helps refer people to social service agencies that will meet their needs. He or she provides a listening ear for troubled people.

Besides AFL-CIO's extensive involvement, many national and international unions encourage volunteer activity. For example, locals in the roofers' union often provide free labor to help community organizations repair their roofs and to assist tornado-damaged towns. (See Exhibit 7.)

Another one of many examples is the National Association of Letter Carriers (NALC) Carrier Alert program. Letter carriers check on elderly and disabled patrons, noticing any signs of distress or unusual changes in personal routines. Here are two examples of emergencies aided by Carrier Alert:

- In Montgomery, Alabama, accumulated mail and a car on the driveway alerted letter carrier Joseph Hurst that something was wrong with an elderly patron. Knowing the man always used his car when he left the house, Hurst thought he must be ill or hurt. The Branch 106 member called his postmaster who, in turn, phoned the police. They found the man barely conscious after suffering a stroke two days earlier.

- In Missoula, Montana, no tracks in the snow and accumulated mail clued letter carrier Warren Block to an elderly patron's illness. The Branch 701 member called local emergency services and the sheriff, who arranged medical attention for the bedridden homeowner.

EXHIBIT 7

TORNADO VICTIMS AIDED BY MEMBERS OF LOCALS 4 AND 8

Help for victims of the June 29 tornado that has damaged and destroyed homes in Silver Ridge Park West and Holiday City at Berkeley, N.J., has been offered by Local 4 Roofers Union and an eastern Pennsylvania senior life care facility.

John "Jack" J. Critchley Business Agent for the United Union of Roofers, Waterproofers and Allied Workers, Local 4, Newark, N.J., offered free labor to help repair and reshingle the roofs of damaged homes.

And Wood River Village, a senior life care facility in Bucks County, Pa., has offered free temporary housing and food for tornado victims in need.

Critchley said between 15 and 20 apprentice roofers reported for work and will remain until the job is completed.

Appearing at a press conference called by Ocean County Freeholder Joseph H. Vicari, Critchley said the most significant cost in repairing and shingling a roof is the labor cost.

Vicari said the homeowners need only to supply the roofing materials, and the volunteer roofers will do the rest. He said arrangements are being made with local roofing supply companies to have material on hand so no time is wasted.

The apprentice roofers are the products of a training program resulting from a joint effort by roofers unions and Private Industry Councils, Critchley said. They will be paid minimum wage by the councils.

Without the offer from the Roofers Union, Vicari said, homeowners not only would have to pay labor costs but might have to wait for a month or more until a roofing contractor is available to make repairs.

Generosity is contagious. This was proven by John and Pat Sweeney and John Chiavaro, proprietors of Patsy Fagan's Green Restaurant, when they hosted a luncheon feast for the volunteer roofers on their first day of work on the damaged homes.

John Sweeney worked as a roofer about 10 years ago and felt he wanted to do his part to help get the tornado victims' homes back to normal.

Source: Reprinted from The Roofers, Waterproofers and Allied Workers Journal, n.d. By permission of the United Union of Roofers, Waterproofers, and Allied Workers, Washington, DC.

Promoting Consumer Awareness

Union members and their families and neighbors are all consumers. For many years, unions have been speaking to the public about the quality of products and services. See Exhibit 8 for an example.

EXHIBIT 8

UFCW Sounds Tampering Alert

Los Angeles—A public awareness campaign against product tampering has been launched by Food & Commercial Workers Local 770 here using a brochure and a 30-second television commercial.

Local President Ricardo F. Icaza said in announcing the awareness campaign that "product tampering has frightened consumers and wreaked havoc with retailers and drug producers. We have a responsibility to the industry we serve, to the millions of consumers who rely on the safety of the products we sell them and to our own families."

The union brochure, titled "Tips Against Tampering," provides two dozen suggestions on how to spot tampered products and urges consumers to alert retail workers of suspicious packaging. The pamphlet was sent to union members and is available to the public.

The awareness campaign is a joint labor-management project with Sav-On and Thrifty drug store chains.

Source: Reprinted from *AFL-CIO News*, vol. 31, no. 29, 19 July 1986. Washington, DC: by permission of the AFL-CIO.

The AFL-CIO recently launched a low-cost credit card and legal service plan. These services are a part of the Union Privilege Benefit Programs. The credit card program, offered through unions such as the Service Employees International, is briefly described in Exhibit 9.

EXHIBIT 9

A CREDIT CARD SERVICE

A real big charge

Giant replica of the first credit card issued under the federation's new Union Privilege Benefit Programs is presented to AFL-CIO Sec.-Treas. Thomas R. Donahue in Chicago. Service Employees President John J. Sweeney made the presentation to Donahue, a long-time SEIU member. The SEIU is one of 25 federation affiliates to sign up for the credit card service.

Source: Reprinted from *AFL-CIO News*, vol. 31, no. 34, 23 August 1986. Washington, DC: by permission of the AFL-CIO.

The credit card will carry a lower interest rate than those offered by banks. This is an example of consumer services that more and more unions will offer to their members.

Combatting Unemployment and Underemployment

The problem that the "Boss" sings about in "My Hometown" probably hurts your town, too. Exhibit 10 describes the situation.

EXHIBIT 10

A BENEFIT FOR "MY HOMETOWN" WORKERS

Bruce Springsteen went back to his hometown as the unannounced, unscheduled star of a benefit concert to back the campaign by Local 8-760 of the Oil, Chemical & Atomic Workers to keep a 3-M plant open and save some 450 jobs.

An audience that had paid $5 each for the union's fundraiser in nearby Asbury Park went wild when Springsteen and saxaphonist Clarence Clemons showed up with Local President Stanley Fischer.

"The Boss"—a title that Springsteen's fans tagged him with—had played the nightclub where the benefit was being held when he started his professional career, and his opening number couldn't have been more appropriate. It was "My Hometown," the ballad from his "Born in the USA" album that tells of the closing of a textile plan in Freehold in 1964. He went on to give a 40-minute performance.

The 3-M plant makes professional video and audio tapes, and the union has run ads signed by Springsteen and country music star Willie Nelson urging that it be kept open. Springsteen has contributed $20,000 to its campaign to keep the Freehold plant open, the union reported. The benefit raised another $5,000.

Working people across the country, and especially jobless recession victims, have experienced Springsteen's generosity of time and effort as well as money. He contributed tens of thousands of dollars to union food banks across the country. One of his donations was $10,000 to a medical clinic in Arizona serving Phelps Dodge copper strikers and their families.

Source: Reprinted from AFL-CIO News, vol. 31, no. 5, 1 February 1986. Washington, DC: by permission of the AFL-CIO.

All around America, two million or more workers have lost their jobs due to plant closings. After six months of unemployment compensation, their benefits run out. An AFL-CIO program, funded by the U.S. Department of Labor, the Human Resource Development Institute (HRDI) assists such dislocated workers. HRDI serves more than 3,700 workers in 14 locations. HRDI helps by providing job search counseling, retraining, and other services. HRDI staff work together with local unions, company staff and government job training programs. Some recent success stories include the following:

- *Beaumont, Texas*

  HRDI found jobs for 80 percent of participants at an average $8.20 per hour. The unemployment rate in the area is 11 percent.

- *Denver, Colorado*

  HRDI retrained miners as welder/pipefitters, machinists and chemical operators. Over 80 percent received new jobs with wages $6-9 per hour.

HRDI and other union programs also help people who never have had a good job. The United Auto Workers Apprentice Pre-Training Program helps disadvantaged persons to qualify for apprenticeship. The Electrical Workers' Union on-the-job-training program has trained over 7,000 persons for jobs in the electronic and electrical equipment industries. The trainees, many of them minorities and women, have in many cases obtained their first regular jobs.

PARTNERS IN PUBLIC SERVICE

Each of the items below is followed by four possible responses. For each item only one of the responses is correct; the others are incorrect. Select the one correct response for each item. Indicate your answer by placing a check mark in the blank to the left of the correct item.

1. What has been the role of unions in community service activites?

   _____ a. Unions are not very involved in such activities.
   _____ b. Unions make financial donations only.
   _____ c. Unions prefer to concentrate on workers' jobs instead of community service.
   _____ d. Unions contribute time, money, and staff to actively support community projects.

2. What is the job of the union Community Services Liaison staff?

   _____ a. To coordinate local involvement in community service projects
   _____ b. To conduct fund-raising projects for local charities
   _____ c. To organize unions in social services agencies
   _____ d. To increase wages and benefits of social workers

3. What is the function of the Union Counseling Program?

   _____ a. To counsel people about whether they should join a union
   _____ b. To advise company management on how to get along with unions
   _____ c. To train union members as volunteer counselors who assist persons with various types of financial and personal problems or refer them to experts who can best assist them
   _____ d. To process grievances

4. What types of services are unions beginning to offer that will assist consumers?

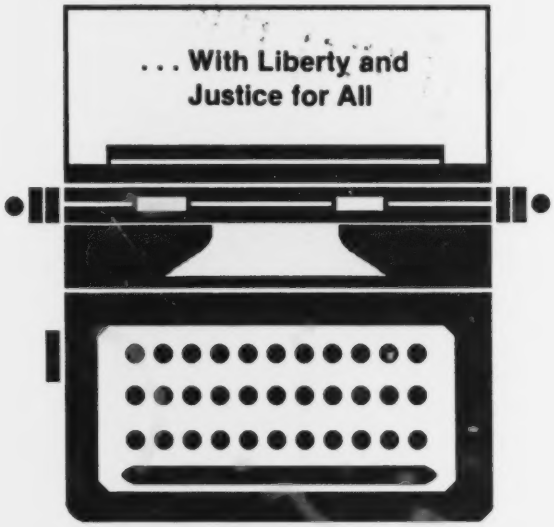
   _____ a. Entertaining television commercials
   _____ b. Lotteries and sweepstakes offers
   _____ c. Coupons for rebates on union-made products
   _____ d. Special credit cards and legal service plans

5. What is the name of AFL-CIO's program to provide retraining and job placement for workers who have lost jobs through plant closings?

   _____ a. Committee on Political Education (COPE)
   _____ b. Human Resource Development Institute (HRDI)
   _____ c. Union Label Department
   _____ d. Industrial Union Department (IUD)

UNIT VII

KEEPING THE TORCH AFLAME— LABOR'S STAND ON KEY NATIONAL ISSUES



Goals for Learning

This material is designed to help you gain useful information as you prepare to enter the job world. As you read this unit, think about these questions:

- Why have labor unions become involved in politics?
- How does the United States' trade deficit affect jobs and industries in my community?
- How has my family benefitted from government-sponsored social and educational programs?

Tools for Learning

Interview a local retired person about the benefits of Social Security and Medicare programs. Also compare the costs of United States produced and foreign versions of products you enjoy: stereos, clothing, automobiles . . .

KEEPING THE TORCH AFLAME: LABOR'S STAND ON KEY NATIONAL ISSUES

On July 4, 1986, the President of the United States threw a switch to make the Statue of Liberty shine for her 100th birthday. The power cable which delivered the current was produced and installed on donated time by members of five locals of the International Brotherhood of Electrical Workers (IBEW).

EXHIBIT 11

LABOR DONATED

Source: Reprinted from *IBEW Journal,* vol. 85, no. 7, July 1986. Washington, DC: by permission of International Brotherhood of Electrical Workers.

Long before 1986, however, unions have been working to keep Liberty's torch aflame. To all of us, the Statue of Liberty represents hope and new freedom for people of every color, every nation, every culture. Unions have become involved in the political process in order to express their members' opinions on issues that deal with hope and freedom.

The early founders of the American Federation of Labor (AFL) preferred to avoid affiliation with one political party. Their caution was partly due to the experiences of other national union movements such as the Knights of Labor. The Knights had acquired a (largely undeserved) reputation for radical political activity that led to their downfall.

The AFL leaders realized that, because business was involved in politics, they too would have to become involved. They developed a position with the motto "reward our friends and punish our enemies." In other words, they would lend support to and campaign for candidates who favored labor's position; they would vote against those on the other side of the issues; and they would educate the public. Now, as then, the AFL-CIO refuses to give full support to either political party, preferring to evaluate candidates individually. The main vehicle for this political involvement is the Committee on Political Education (COPE).

Committee on Political Education (COPE)

COPE's main functions are to provide programs of political education for union members and to conduct nationwide, non-partisan registration and get-out-the-vote drives. It has helped millions of people who were previously non-voters—not just union members—first to register and then to exercise their right to vote. The national office has a staff of field representatives who prepare materials for local use, including voting records of all United States senators and representatives on key issues. In each state, a state office functions under the leadership of the state AFL-CIO and includes representatives from city, county, and congressional district committees.

Although the state committees cooperate with the national COPE and conforms to its policies, they are not a branch of the national COPE. State COPEs endorse candidates for governor, senator, representative, state legislature, and other state offices. Endorsements are made if two-thirds of the delegates approve. The sole endorsement at the national level comes in presidential contests and traditionally is made by the General Board of the AFL-CIO. Then it is implemented by the national COPE and COPE bodies throughout the country. COPE, however, is not linked to either major party.

The COPE philosophy was summed up by the late president of the AFL-CIO, George Meany, who asserted, "We don't tell people how to vote; we just want as many people as possible to go to the polls. Whatever the decision may be, we want it to be a real majority decision—a majority of all the people." ("This Is The AFL-CIO" 1984, pp. 9-10).

Promoting Social Legislation

Labor representatives continually confer with Congress on hundreds of bills. Among many other issues, they are interested in social legislation, the trade crisis, and civil rights.

Social legislation—laws that help to combat poverty, hunger, disease and other social problems—historically have been supported by the labor movement, for example:

- *Women's suffrage.* Until 1920, men—but not women—were allowed to vote.
- *Social Security.* Before this program, most elderly persons had no retirement option.
- *Public housing and Federal Housing Administration (FHA).* These programs allowed people with modest incomes to obtain decent housing.

- *Unemployment compensation.* Before this program, unemployed persons had to depend totally on their families and charity.
- *Medicare.* This program provides health care assistance for retired persons.

Although many social services were established in the years from 1935 to 1965, labor unions continue to very actively support social legislation. For example, one of the issues for the 1980s and 1990s is health care. Health care costs have risen to more than one billion dollars per day as the number of older Americans increases and medical technology advances. But nearly 50 million Americans have little or no health insurance to pay these growing bills. The AFL-CIO has long promoted the idea that a system of national health insurance is needed. Many nations in Western Europe have systems that provide prepaid health care for all citizens.

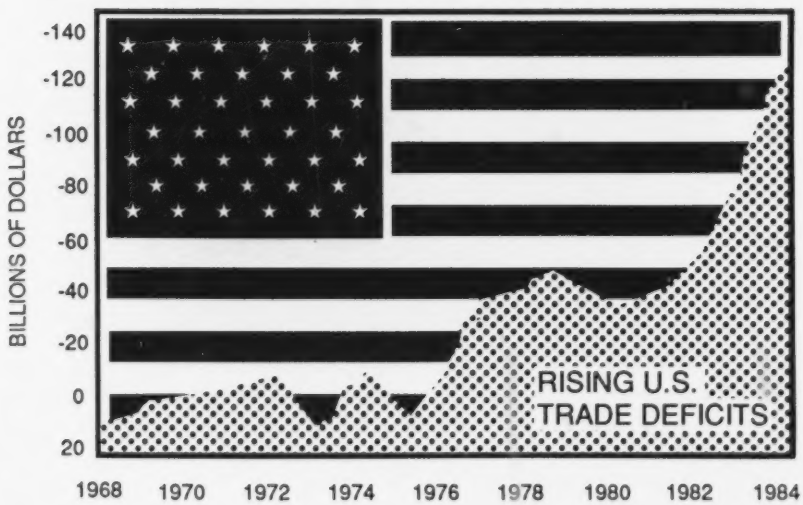
The AFL-CIO has established a Committee on Health Care that lobbies for such national health insurance. Because many doctors and hospitals favor private control of the health field, this program likely will require years of further political action. In the meantime, the Committee is promoting state-level legislation called cost-containment measures. These bills have procedures for containing or limiting the increased costs of hospitalization and other medical care.

Addressing the Trade Crisis: Keeping Jobs in America

You may have heard commercials urging you to "buy American" and wondered why people are so concerned about foreign-made products. Exhibit 12 shows why many people are worried. The gray area "eating up" the lower part of the flag represents our growing trade deficit since 1975. The deficit means we have spent more on imports (an estimated $173.6 billion more in 1986) than other countries have spent buying our products.

EXHIBIT 12

THE TRADE CRISIS AND THE U.S. ECONOMY



Source: Reprinted from "The Trade Crisis and the U.S. Economy," Detroit, MI: by permission of United Automobile, Aerospace, Agricultural Implement Workers of America (UAW), 1985.

Increasing trade deficits affect jobs. Some experts believe that two million jobs have been lost due to the flow of imported goods. Items such steel, industrial goods such as machine tools, and consumer goods such as cars and stereos are increasingly purchased from overseas.

What can be done? Unions are advocating legislation that promotes "fair trade." Fair trade policies require that other countries open their markets to American goods as freely as their products are sold here. Although American cars shipped to Europe are assessed a 10 percent tariff or tax, the United States requires only a 2 percent tariff on imported cars. Fair trade policy calls for correction of these unfair differences in trade.

Unions also are supporting measures to correct the value of the dollar against the currencies of other countries. Between 1981 and 1984 the dollar increased over 25 percent against the Japanese yen. This meant a 25 percent decrease in the price of Japanese goods in terms of U.S. dollars. The resulting lower price leads to increased imports as consumers seek the best deals. Unions want our government to take action that will devalue the dollar against foreign currency. This action would make American goods cheaper to foreign buyers and foreign goods more expensive here. The increase in production of American goods would bring more jobs to manufacturing and other industries in this country.

Civil Rights: An Achievable Dream

The late Rev. Dr. Martin Luther King, Jr. also had a dream of dignity in the lives of all people. Our newest national holiday, Martin Luther King Day, resulted from the efforts of two groups that Dr. King viewed as close partners, civil rights advocates and labor unions. He eloquently often spoke of this partnership.

> As I have said many times, and believe with all my heart, the coalition that can have the greatest impact in the struggle for human dignity here in America is that of the Negro and the forces of labor, because their fortunes are so closely intertwined.

Labor's involvement in civil rights includes both the establishment of organizational structures and action on legislation. For example, the AFL-CIO has an active Civil Rights Department. Labor unions also actively support the A. Philip Randolph Institute, the Labor Council for Latin American Advancement, and the Coalition for Labor Union Women. The AFL-CIO gives financial support to organizations such as these which have as their goal the increased leadership of blacks, Hispanics, and women in labor unions and the community. The A. Philip Randolph Institute, which has approximately 200 local chapters and 20,000 members, conducts voter registration drives and trains blacks for union leadership roles.

Labor supports civil rights legislation. Labor groups have lobbied heavily for every major civil rights law. Currently an important focus is to assure that the laws already passed are properly enforced. Union groups are pressing federal agencies responsible for civil rights programs to keep supporting affirmative action programs and to actively prosecute violations of the laws.

One major civil rights issue of the 1980s and 1990s is pay equity. The Federal Equal Pay Act (passed in 1963) requires that men and women having the same job title be paid equivalent rates. For example, men and women holding the position Office Machine Operator II must be paid the same. However, the issue is complex. Working women, for example, are highly concentrated in a small number of job classifications. If one compares jobs which require similar amounts of training, skill, and responsibility, the jobs dominated by women generally have much lower pay, compared to a similar job title where men are more numerous.

Advocates of pay equity state that salary scales should be based on skill and responsibility levels rather than narrow job titles. For example, a nurse who has trained for four years and deals with life-and-death issues should earn more than someone whose job can be learned in a relatively short time. Clerical workers who use office machines to produce printed copy should be paid equivalently with factory workers in the same company who use machines to produce "widgets."

Unions are in the forefront of pay equity campaigns aimed toward private and government employers. The AFL-CIO publication, *Women at Work—Meeting the Challenge of Job and Family* (1986), reports numerous successful efforts. For example, backed by the American Federation of State, County and Municipal Employees (AFSCME), the Minnesota state legislature ordered a study of pay scales in state government positions. The study found that women were paid 25 percent less than men for jobs rated higher in responsibility and accountability. The legislature took action leading to pay equity raises that averaged $1,600 for 8,000 workers. Many state governments and employers are examining their pay scales and considering the various issues of pay equity.

KEEPING THE TORCH AFLAME

Match the terms in the left column with the definition in the right column. Write the letter for the matching definition in the blank space.

Terms

_____ 1. COPE

_____ 2. social legislation

_____ 3. free trade

_____ 4. fair trade

_____ 5. A. Philip Randolph Institute

Definitions

a. viewpoint that says goods and services should be imported and and exported without restrictions such as tariffs and quotas.

b. laws which help society by alleviating human problems

c. organization which promotes participation of minorities in labor hnions

d. viewpoint that says some restrictions on imports may be needed because of action taken by other nations

e. AFL-CIO's project to educate voters and increase voter registration

SOMETHING EVERYONE SHOULD KNOW ABOUT!

UNIONS AND INDUSTRIES IN YOUR VOCATIONAL AREA

FACT SHEETS

It will not be long before you finish high school, a technical school, or college and will be looking for a permanent job. As a vocational-technical student, you already have developed many specific skills and knowledge. You likely have learned about the basic occupations in your area. But what you may not know is information about the types of industries that can use your skills and the unions that are active in those industries.

These fact sheets will tell you about 14 basic industry groups in the United States. By studying them, you will find out about job opportunities about which you may not have thought of. For example, did you know that government agencies employ many types of mechanically skilled workers? Did you know that the construction industry employs many business and office workers? The industry groupings are as follows:

- Agriculture and Natural Resources (farming, mining, oil and natural gas)
- Business and Professional Services (services to businesses, such as data processing and custodial)
- Commodities Manufacturing (producing raw materials—such as steelmaking)
- Communication and Public Utilities (broadcasting, publishing, telephone, utilities)
- Construction
- Consumer Goods Manufacturing (making consumer products)
- Finance, Real Estate, and Insurance (banking, property management, insurance, and the like)
- Food Retailing and Restaurant (supermarkets and restaurants)
- Government (federal, state and local, including public schools)
- Health Services (public and private hospitals, nursing homes, physician offices)
- Hospitality and Personal Services (hotels, beauty shops, private schools/colleges, social and religious organizations)
- Industrial Goods Manufacturing (making machines and equipment for businesses)
- Transportation (trucking, railroads, airlines, and the like)
- Wholesale Trade and Non-Food Retailing (wholesale distributors, department stores, variety stores, and the like)

The fact sheets also provide information about growing and declining industries, trends in wages, and employee benefits, and working conditions. The relevant unions are listed, as well as examples of educational and public service programs these unions operate. The action steps tell you where you can turn for more information. To obtain the scholarship guide published by the AFL-CIO, send $3.00 to:

Scholarship Guide*
AFL-CIO Pamphlet Division
815 16th Street, N.W.
Washington, D.C. 20006

* (Most scholarships described in this guide are for union members or their dependents.)

AGRICULTURE AND NATURAL RESOURCE INDUSTRIES

Employers and Worksite Locations

- Over two million wage and salary workers are employed on farms and in mines in all fifty states.
- Major industries include agricultural production, forestry, metal mining, coal mining, oil and natural gas extraction.
- Job titles range from crop picker to mine superintendent.

Job Opportunities for Vocational-Technical Graduates

Course of Study	Common Positions/Titles
Agriculture	Farm labor supervisor, farm manager, forestry technician, nursery worker
Distributive Education	Sales clerk, feed and fertilizer
Business/Office	Accounting clerk, clerk-typist
Industrial/Technical	Diesel mechanic, farm equipment mechanic, heavy equipment operator, maintenance carpenter/electrician/plumber

Trends: The Industry and the Economy

Agriculture and natural resources industries compete in world economy. Producers' prices are set in the world market and depend on trends in world production and demand. The strong U.S. dollar, low market prices and increasing automation have led to declining employment in agriculture and mining. Agricultural production continues to shift from family farms to agricultural corporations that manage thousands of acres. There are fewer natural resources. Many agriculture and national resources students will begin their careers working for wages.

Trends: Wages

Mining, with a tradition of union activism, pays wages that are nearly half again the average for all U.S. non-management workers. By contrast, agricultural laborers, who are largely unorganized, are paid even less than retail workers, or only about half of the U.S. average. The effect of growing seasons means that the total yearly earnings of agriculture workers are very low. Current economic conditions have limited wage increases for both unionized and non-union workers.

Trends: Benefits and Working Conditions

Farmworkers have the sparsest benefits of any major industry group. Less than one quarter have group health plans; less than one tenth have pension benefits. In mining, however, the vast majority participate in health plans and more than half have pension plans. Agriculture and mine workers have a higher-than-average rate of work-related injury and illness. For example, many farmworkers contract skin diseases from exposure to pesticides and chemical residues on plants. The Farm Labor Organizing Committee (FLOC) recently won an agreement with the Campbell Soup company, with provisions including housing conditions for migrant workers, health and safety programs, and a joint study on use of pesticides. This agreement ended an 8-year dispute which had included a national boycott of Campbell's products.

Opportunities for Worker Involvement

Unions in this sector include:

- Farm Workers of America, United (UFW)
- Grain Millers, American Federation of
- Oil, Chemical and Atomic Workers International Union (OCAW)
- Operating Engineers, International Union of
- Steelworkers of America, United (USW)
- United Mine Workers

Opportunities for Growth and Skill Development

Unions in this sector support diverse educational programs. The United Farm Workers (UFW) lobbies for special public education programs to assist migrant farm workers. The oil, chemical and atomic workers (OCAW) has developed effective retraining to help workers on layoff find new jobs. United Steelworkers of America supports education at all levels, including awards of college scholarships.

Opportunities for Public Service

The unions related to farming and natural resources assist other social service agencies in farm and mine communities. The United Farm Workers (UFW) cooperates with La Raza Unida and other agencies seeking a better life for Hispanic workers.

Action Steps

- Read about specific occupations in the *Occupational Outlook Handbook*.
- For information on agriculture industries in your state, contact your cooperative extension service.
- For information on mining in your state, contact your state department of natural resources.
- For information on specific agribusiness or mining companies, contact the related local union. Use the Yellow Pages (under Labor Organizations).
- Order the AFL-CIO scholarship guide (see the first page of the fact sheets section for ordering information).
- Write for the free pamphlet, *Farmers and Workers—Some Common Concerns*, from AFL-CIO Pamphlet Division, 815 16th Street, N.W., Washington, D.C. 20006).

BUSINESS AND PROFESSIONAL SERVICES

Employers and Worksite Locations

- Over two million wage and salary workers are employed in every state and community.
- Major services industries include repair services, custodial services, security guarding, temporary personnel, legal, architectural, engineering, and data processing.
- Job titles range from janitor to management consultant.

Job Opportunities for Vocational-Technical Graduates

Course of Study	Common Positions/Titles
Agriculture	Lawn service technician, groundskeeper/ gardener, pest control technician
Distributive Education	Survey interviewer, bill/account collector
Home Economics	Food services
Business/Office	Typist, computer operator, accounting clerk, receptionist
Industrial/Technical	Auto mechanic, electronic technician, heating and air-conditioning mechanic, drafter, engineering technician, printing press operator
Health Occupations	Nurse aid/orderly, medical assistant, lab technician

Trends: The Industry and the Economy

Employment in the service industries is expanding more quickly than any other part of the economy. Business-related services such as data processing, temporary personnel and building maintenance, are the swiftest-growing industries. The service industries will generate about one-third of the new job growth up to 1995. Many of the new jobs, however, are in relatively low-paying occupational categories. According to the Bureau of Labor Statistics (BLS), building custodian (janitor) will have more new jobs added (up to 1995) than any other occupation.

Trends: Wages

Average wages in the service industries are lower than any major industry group except retailing. Repair services and professional services (such as architecture and law firms) pay fairly well, but health care and many other service categories do not. Professional workers with college degrees are well paid, but their supporting clerical and service employees fare poorly. Many service jobs are part-time jobs which also reduces their earnings potential. Members of unions earn about 15 percent more than nonunion service workers on the average. Unions like the Service Employees International Union (SEIU) campaign actively for better wages in this sector. SEIU's Denver effort, called "Justice for Janitors," mobilized support from civil rights groups, churches, women's and labor organizations to build a fourfold increase in membership.

Trends: Working Conditions

Service industries have a lower rate of injuries and job-related illness than manufacturing or other heavy industries. On the other hand, employee benefits tend to be less available. For example, in the business services group, only 40 percent of workers have a group health plan. Only 27 percent have a pension plan. This compares with 61 percent of all workers who have group health plans. Temporary service workers, one of the swiftest-growing groups, typically lack benefits. The lack of benefit coverage for service industry workers is one reason why labor unions have been actively promoting a national health care insurance system. Similarly, unions have fought efforts to reduce Social Security benefits because many workers do not have pension plans.

Opportunities for Worker Involvement

Unions active in services include:

- Hotel Employees and Restaurant Employees (HERE)
- Laundry and Dry Cleaning International Union
- Office and Professional Employees International Union (OPEIU)
- Retail, Wholesale and Department Store Union
- Service Employees International Union (SEIU)
- State, Municipal and County Employees, American Federation of (AFSCME)
- United Food and Commercial Workers (UFCW)

Opportunities for Growth and Skill Development

Unions serving these industries concentrate on educational programs to increase the awareness of members and to train leaders. The typical format is short workshops on grievance handling and arbitration. These unions have been increasingly educating members about health and safety concerns such as VDT use. Most of the unions present college scholarships as an educational opportunity for members and their families.

Opportunities for Public Service

Service industry unions support and recognize volunteer service undertaken by their members. In Lafayette, Indiana, United Food and Commercial Workers Local 348 received a plaque from the United Way for helping to create and support an organization called Food Finders. Food Finders acquires and assembles food baskets for the needy. Food pantries and other service projects around the country have active involvement of union members.

Action Steps

- Read about specific occupations in the *Occupational Outlook Handbook*.
- For information on specific employers in your area, call a related union (under Labor Organizations in the Yellow Pages).
- For information on specific job openings, speak with your school's placement counselor or visit the state Bureau of Employment Services.

COMMODITIES MANUFACTURING

Employers and Worksite Locations

- Over six million people work in industries such as steelmaking, lumber, chemicals, rubber, textiles, leather.
- These industries process raw materials used by other industries to make goods.
- Job titles range from janitor/cleaner to factory manager.

Job Opportunities for Vocational-Technical Graduates

Course of Study	Common Positions/Titles
Agriculture	Chemical operator (chemical industry)
Distributive Education	Credit clerk
Home Economics	Food services
Business/Office	Clerk typist, computer operator, stock clerk, shipping and receiving clerk
Industrial/Technical	Drafter, engineering technician, industrial machinery mechanics, maintenance carpenter/electrician/ plumber, machine operator, machinist, stationery engineer

Trends: The Industry and the Economy

Both competition from foreign goods and increasing automation have affected employment in these basic industries. Employment in many of the industries is growing slowly, while others such as steel-making and textile raw material have been in long-term decline. Most job openings will occur through replacement, that is, through death, retirement, or resignation of existing workers.

Trends: Wages

Recent economic conditions have slowed the growth of wages in these industries. In some cases, workers are being asked to take concessions such as cuts in pay or benefit levels. For most of these industries, wages have been well above the average for U.S. workers. The high degree of unionization in commodities industries has promoted this development. Pay levels in textile and leather materials are much lower then average, with many factories operating in "right-to-work" states.

Trends: Benefits and Working Conditions

Benefit packages in basic manufacturing industries are generally fairly comprehensive except at very small companies. Safety and occupational health standards have improved, but are still a concern. Next to construction, workers in these industries are most likely to suffer occupational illness or injury. Unions have fought for "right-to-know" regulations which require companies to tell workers about substances and materials that could harm their health. Another key issue has been job security, as employment levels have dwindled. Some recent labor-management contracts have clauses that provide for reassignment or retraining of displaced workers.

Opportunities for Worker Involvement

The following unions are involved:

- Aluminum, Brick and Glass Workers International Union
- Boilermakers, Iron Ship Builders, Blacksmiths, Forgers, and Helpers, International Brotherhood of
- Brick and Clay Workers of America, United
- Carpenters and Joiners, United Brotherhood of
- Cement, Lime and Gypsum Workers International Union, United
- Chemical Workers Union, International
- Clothing and Textile Workers Union, Amalgamated
- Coopers' International Union of North America
- Electrical Workers, International Brotherhood of
- Electronic, Electrical, Salaried, Machine and Furniture Workers, International Union (IUE)
- Firemen and Oilers, International Brotherhood of
- Food and Commercial Workers International Union, United
- Glass, Pottery, Plastics and Allied Workers
- Glass Workers' Union, American Flint
- Grain Millers, American Federation of
- Industrial Workers of America, International Union of Allied
- Ladies' Garment Workers, Union, International
- Mechanics Educational Society of America
- Metal Polishers, Buffers, Platers and Allied Workers International Union
- Molders' and Allied Workers' Union, International
- Oil, Chemical and Atomic Workers International Union
- Paperworkers International Union, United
- Professional and Technical Engineers, International Federation of
- Rubber, Cork, Linoleum and Plastic Workers of America, United
- Steelworkers of America, United
- Stove, Furnace and Allied Appliance Workers' International Union of North America
- Textile Workers of America, United
- Transit Union, Amalgamated
- Transport Workers Union of America
- Upholsterers' International Union of North America
- Woodworkers of America, International

Opportunities for Growth and Skill Development

Unions in basic commodities have become increasingly active in finding new ways to increase productivity and quality of workers' efforts.

Labor and management have become more receptive to joint projects such as quality circles. As the same time, unions have been establishing retraining and job search programs for workers who have lost their jobs. In spite of hard economic times, various national and local unions continue to offer thousands of college scholarships. For example, the Glass, Pottery, Plastics and Allied Workers International Union awards four 4-year scholarships. In addition, many local unions of the United Steelworkers of America provide scholarships.

Opportunities for Public Service

Local unions encourage members to participate in blood donation drives and United Way campaigns. Unions actively promote "buy American" efforts to stimulate sales of goods produced in the U.S.

Action Steps

- Read about specific occupations in the *Occupational Outlook Handbook*.
- For information on employment trends in commodities industries in your area, contact your local state employment service office.
- For information on specific factories in your area, call the related local union. Use the Yellow Pages (under Labor Organizations).

COMMUNICATIONS AND PUBLIC UTILITIES

Employers and Worksite Locations

- Over three million workers are employed in every state and community.
- Major industries include telephone/telegraph service, radio/TV broadcasting, publishing, electricity service, natural gas service, and water/sanitary service.
- Job titles range from meter reader to station manager.

Job Opportunities for Vocational-Technical Graduates

Course of Study	Common Positions/Titles
Distributive Education	Telephone directory salesperson, customer service representative
Home Economics	Food services
Business/Office	Accounting clerk, clerk/typist, computer operator, statistical clerk
Industrial/Technical	Appliance repairperson, broadcast technician, electrician, electronic technician installer, plumber/pipefitter

Trends: The Industry and the Economy

The breakup of AT&T into seven operating companies has been accompanied by large staff reductions. Overall employment in the telephone industry is expected to continue to decline due to increased use of automated equipment. However, radio and TV broadcasting as well as advanced communication services (cable, satellite, fiber optics networks) have a forecast of swift employment growth. Utility industries such as gas and electric services present a more stable picture. These industries will experience a moderate ut continuous employment growth.

Trends: Wages

Pay levels in these industries reflect the high representation of unions. Along with transportation, communications and utilities have the highest proportion of unions of any major industry sector. The average non-managerial worker earns about 40 percent more than the all-industries U.S. average.

Trends: Benefits and Working Conditions

Communications workers typically enjoy benefits including health insurance and pension coverage. Employers have sometimes tried to make employees pay a larger portion of the cost of these benefits. Unions have resisted this move. The rate of occupational illness and injury in communications/utilities has improved to where it compares with retail stores. Even in such pleasant surroundings there is concern about electronic surveillance and monitoring of employees. For example, computer equipment on telephone operators' work stations records the number and duration of all calls handled, the number of keys pressed to find directory listings, and the number and length of bathroom breaks. The Communications Workers of America (CWA) has formed a coalition of government agencies and unions to push for restrictions on surveillance.

Opportunities for Worker Involvement

Unions involved in this area include:

- Actors and Artistes of America, Associated (and its affiliates, listed below:)
  —Actors' Equity Association
  —American Federation of Television and Radio Artists
  —American Guild of Musical Artists
  —American Guild of Variety Artists
  —Asociacion Puertorriquena de Artistas y Technicos del Espectaculo
- Broadcast Employees and Technicians, National Association of
- Communications Workers of American (CWA)
- Electrical Workers, International Brotherhood of (IBEW)
- Electronic, Electrical, Salaried, Machine, and Furniture Workers, International Union of (IUE)
- Graphic Communications International Union
- Musicians of the United States and Canada, American Federation of
- Newspaper Guild, The
- Plate Printers, Die Stampers and Engravers Union of North America, International
- Professional Athletes, Federation of
- Radio Association, American
- Siderographers, International Association of
- Stage Employees and Moving Picture Machine Operators of the United States and Canada, International Alliance of Theatrical
- Telegraph Workers, United
- Utility Workers Union of America

Opportunities for Growth and Skill Development

In an environment where technology is rapidly changing, communications/utility unions promote education and training. In the utilities, unions operate apprenticeship programs for installation and maintenance personnel as well as plant operators. In communications, companies and labor collaborate on education/training programs. For example, AT&T and the Communications Workers of America (CWA) have agreed on a new program called Alliance for Employee Growth and Development (AEGD). AT&T will contribute seven million dollars to this program which will offer career counseling, skills and aptitude assessment, and career and personal growth training to workers. College is part of the plan, too, as unions have negotiated tuition reimbursement plans and award college scholarships. For example, the Utility Workers Union of America provides two 4-year scholarships annually.

Opportunities for Public Service

The social service program of communications unions includes participation in United Way and other community programs. Larger unions such as the Communications Workers of America (CWA) have established community services departments to emphasize such activities.

Action Steps

- Read about specific occupations in the *Occupational Outlook Handbook*.
- Contact a local utility or communications facility to inquire about tours open to the public.
- For information on employment conditions at specific companies, call the related local union. Use the Yellow Pages (under Labor Organizations).

CONSTRUCTION

Employers and Worksite Locations

- Over four million workers are employed in every state and community.
- Types of construction firms include general contractors and special trade contractors (electrical, plumbing, etc.) working in residential, commercial and public construction (such as highways).
- Job titles range from laborer to construction superintendent.

Job Opportunities for Vocational-Technical Graduates

Course of Study	Common Positions/Titles
Agriculture	Gardener/groundskeeper
Distributive Education	Estimator, expediter
Home Economics	Interior designer
Business/Office	Bookkeeper, payroll clerk
Industrial/Technical	Apprentice bricklayer, carpenter, concrete worker, electrician, ironworker, heavy equipment operator, painter, plumber, sheet metal worker, roofer, tilesetter

Trends: The Industry and the Economy

The U.S. Department of Labor predicts that employment in construction will rebound rapidly from the recession-bred lows of the early 1980s. Commercial construction is projected to be one of the 20 fastest-growing industries through 1995. Construction employment, however, is likely to be much affected by short-term changes in interest rates and other economic factors. Employment prospects for the skilled construction trades are average in comparison with other occupations.

Trends: Wages

The average hourly wage in construction is well above the average for all industries. This wage, however, has increased only slightly in recent years as the economic recession slowed construction. In addition, most construction personnel work less than 52 weeks per year due to seasonal employment patterns and poor weather. Unionized construction workers, however, have average weekly earnings more than 70 percent higher than non-union workers. Union apprentices' earnings are on a scale that begins at about half of the top pay for experienced workers. Apprentices get raises every year, reaching the top scale rate in about four years.

Trends: Benefits and Working Conditions

Construction workers are more likely to sustain injuries and occupational illness than most employees of manufacturing or service firms. Trades workers may be exposed to weather extremes and physically strenuous labor. Construction firms are primarily small enterprises. Nearly half of the workers lack group health coverage and only about one-third have pension plans provided by the employers. One of the advantages that unionized construction workers may enjoy is access to health care and pension plans operated by the unions.

Opportunities for Worker Involvement

Unions are a major force in construction. The following unions are active in construction:

- Asbestos Workers, International Association of Heat and Frost Insulators and
- Boilermakers, Iron Ship Builders, Blacksmiths, Forgers and Helpers, International Brotherhood of
- Bricklayers and Allied Craftsmen, International Union of
- Carpenters and Joiners of America, United Brotherhood of
- Electrical Workers, International Brotherhood of
- Elevator Constructors, International Union of
- Iron Workers, International Association of Bridge, Structural and Ornamental
- Laborers' International Union of North America
- Operating Engineers, International Union of
- Painters and Allied Trades of the United States and Canada, International Brotherhood of
- Plasterers' and Cement Masons' International Association of the United States and Canada, Operative
- Plumbing and Pipe Fitting Industry of the United States and Canada, United Association of Journeymen and Apprentices of the
- Roofers, Waterproofers and Allied Workers, United Union of
- Sheet Metal Workers' International Association
- Tile, Marble and Terrazzo Finishers and Shopmen International Union

Opportunities for Growth and Skill Development

Construction craft unions sponsor the most complete apprenticeship training programs for construction workers. Workers attend evening classes and learn on the job. Apprentices' earnings increase as they gain skills. They begin at hourly rates about 50 percent of the pay of fully-experienced journeymen. Throughout the two to four-year apprenticeship period, workers receive raises every three to six months. The training begins with the basics of the trade. There may be some topics that are review for persons with backgrounds in construction traces courses in vocational education. As the apprenticeship progresses, the worker learns new methods and special work techniques that provide a well-rounded knowledge of the trade.

Apprenticeship programs have become increasingly eager to extend opportunities to women and minorities. In some areas, building trades unions run pre-apprenticeship programs to help people qualify to become apprentices. The Operating Engineers union has actively sponsored construction machinery operator programs at Job Corps centers.

Opportunities for Public Service

Construction trades unions offer opportunities for members to use their skills to benefit the community. The Roofers union organizes volunteer projects to repair roofs on homes ruined by storms and repairs roofs on social service agencies which assist the needy. As another example, the Operative Plasterers and Cement Masons' union built sidewalks on the grounds of the Ohio State Fair. This was done as an apprentices' skill competition.

Action Steps

- Read about specific occupations in the *Occupational Outlook Handbook*.
- For information about job openings in the construction trades, contact the joint apprenticeship committee (JAC) for the trade in which you have an interest. Use the Yellow Pages (under Labor Organizations) to find the related union, along with the listings "JAC," "Joint Apprenticeship Committee," or "apprenticeship committee."
- For information about job openings in clerical or other support roles in construction, speak with your school's placement counselor or visit the state bureau of employment services.
- Free information pamphlets available from the U.S. government include: *Women in Apprenticeship . . . There's a Future In It!, and A Woman's Guide to Apprenticeship.* Available from Women's Bureau, U.S. Department of Labor, Washington, D.C. 20402.

CONSUMER GOODS MANUFACTURING

Employers and Worksite Locations

- Consumer goods manufacturing employs over five million Americans. States with the highest proportion of manufacturing are mostly in the North Central and Southeast regions.
- Major industry groups include food products, textiles and clothing, book and newspaper publishing, automobiles, and appliances.
- Job titles range from assembler to plant manager.

Job Opportunities for Vocational-Technical Graduates

Course of Study	Common Positions/Titles
Agriculture	Meat cutter, chemical operator-agricultural chemicals
Distributive Education	Credit clerk
Business/Office	Clerk typist, accounting clerk, stock clerk, shipping and receiving clerk, purchasing assistant
Industrial/Technical	Drafter, engineering technician, industrial machinery mechanics, maintenance carpenter/electrician/ plumber, machine operator, machinist, printing press operator, welder

Trends: The Industry and the Economy

As in basic manufacturing, competition from imported goods has affected the sales and employment in consumer goods industries. This has been especially true in industries such as automobiles, consumer electronics (stereos, TV, VCR) and clothing. Employment in most of the industries has either been growing more slowly than the rest of the economy or has been declining. Publishing (books, magazines, newspapers) has been bucking the trend with sizeable increases in employment.

Trends: Wages

Wages in these industries are lower than in commodities manufacturing but generally higher than the U.S. average. Furniture and clothing have below-average wages due to their primary locations in right-to-work states. Pay cutbacks have been less frequent than in basic manufacturing, but most wage increases have been relatively modest. In some companies, workers have accepted shares of the company stock in return for smaller pay demands.

Trends: Benefits and Working Conditions

Benefit packages in medium and large firms usually include health insurance and pension coverage. As in other manufacturing, the safety and occupational illness rates are improving. However, some industries such as food processing have illness and injury rates well above the average. Job security continues as a major concern. The United Auto Workers (UAW) have negotiated a job security agreement with the major automakers. A commitment has been made that no worker with one or more years of seniority will be laid off due to introduction of new technology or transfer of operations to new locations.

Opportunities for Worker Involvement

Many unions are active in consumer goods production. The following unions are involved:

- Aluminum, Brick and Glass Workers International Union
- Automobile, Aerospace and Agricultural Implement Workers of America, International Union, United (UAW)
- Bakery, Confectionery and Tobacco Workers International Union
- Chemical Workers Union, International
- Clothing and Textile Workers Union, Amalgamated
- Communications Workers of America
- Coopers' International Union of North America
- Distillery, Wine and Allied Workers International Union of America
- Electrical, Radio and Machine Workers, International Union of
- Electrical Workers, International Brotherhood of
- Electronic, Electrical, Technical, Salaried Machine Workers, AFL-CIO International Union of (IUE)
- Firemen and Oilers, International Brotherhood of
- Food and Commercial Workers International Union, United
- Garment Workers of America, United
- Glass, Pottery, Plastics and Allied Workers
- Glass Workers' Union, American Flint
- Grain Millers, American Federation of
- Graphic Communications International Union
- Industrial Workers of America, International Union of Allied
- Ladies' Garment Workers, Union, International
- Leather Goods, Plastics and Novelty Workers Union, International
- Leather Workers International Union of America
- Machinists and Aerospace Workers, International Association of
- Mechanics Educational Society of America
- Metal Polishers, Buffers, Platers and Allied Workers International Union
- Molders' and Allied Workers' Union, International
- Newspaper Guild, The
- Novelty and Production Workers, International Union of Allied
- Printing and Graphic Communications Unions, International
- Professional and Technical Engineers, International Federation of
- Radio Association, American
- Rubber, Corkiance Workers' International Union of North America
- Textile Workers of America, United

- Theatrical Stage Employees and Moving Picture Machine Operators of the United States and Canads, International Alliance of
- Upholsterers' International Union of North America
- Woodworkers of America, International

Opportunities for Growth and Skill Development

Unions in this sector are active in education and training at all levels. The International Ladies' Garment Workers Union (ILGWU) operates a literacy program for its members, who include many immigrants. At the other end of the educational spectrum, the Amalgamated Clothing and Textile Workers' union (ACTWU) has joined several companies, investing in a research project at Massachusetts Institute of Technology. The goal of the project is to invent a robotic device that will complete several sewing operations. Unions such as the United Auto Workers (UAW) have negotiated forward-looking plans for retraining and job security. Under agreements with the major automakers, workers whose job duties are eliminated by technological changes are assigned to a Jobs Bank. Workers in the Jobs Bank continue to draw their regular paycheck but go to school to learn new jobs or receive different assignments within the company. Higher education for workers and their families also gets union backing through tuition reimbursement and scholarship programs. For example, the ILGWU awards ten scholarships which are renewable. Locals of ILGWU in several states do likewise.

Opportunities for Public Service

Although it rarely makes the headlines, manufacturing unions have an active role in community service. In Minneapolis, Local 1140 of the Electronic, Electrical, Technical, Salaried Machine Workers (IUE) opened its union hall to become the first neighborhood distribution center for "Fair SHARE," a monthly supplemental food program for low and fixed income people. Fair SHARE requires participants to make a small payment and commit two hours of volunteer community service work in return for receiving a food package worth $40. Retiree programs are another type of union project. Many unions have large numbers of active retirees who gather for fun and educational and community activities.

Action Steps

- Read about specific occupations in the *Occupational Outlook Handbook*.
- For information on employment trends in consumer goods manufacturing, contact your local state employment service office.
- For information on specific factories in your area, call the related local union. Use the Yellow Pages (under Labor Organizations).

FINANCE, REAL ESTATE, AND INSURANCE

Employers and Worksite Locations

- Over six million workers are employed in headquarters and local offices in all states and cities.
- Major industries include commerical banking, savings and loan associations, security brokerage firms, life insurance, health and casualty insurance, real estate agencies, commercial property management.
- Job titles range from file clerk to bank president.

Job Opportunities for Vocational-Technical Graduates

Course of Study	Common Positions/Titles
Agriculture	Groundskeeper, agricultural loan officer (with college training)
Distributive Education	Insurance agent, real estate salesperson
Business/Office	Accounting clerk, computer operator, loan processing clerk, receptionist, secretary, title clerk
Industrial/Technical	Maintenance carpenter/electrician/painter/plumber
Health Occupations	Health claim examiner, medical insurance clerk

Trends: The Industry and the Economy

Financial industries will continue to enjoy moderate employment growth. Companies specializing in mortgage lending and in equipment leasing have displaced rapid growth. A key national trend is the merging of financial institutions and the multiplication of services that an institution can offer. For example, a bank may now offer IRAs, stock and bond brokering, and loans. In the future there will be fewer, but larger financial institutions. Another trend is toward international business. Foreign financial institutions have a growing number of offices in the U.S., and American firms have been rapidly expanding overseas.

Trends: Wages

Wages of non-supervisory workers in finance industries are above the earning of retail workers but below the U.S. average for all industries. For example, the average wage of bank tellers is only slightly more than half the average for all non-supervisory workers. As in health services and retailing, managerial workers can be very well paid. However, the advancement opportunities for employees lacking a college degree can be limited. Sales staff in insurance and real estate can make large incomes but these positions may also be targeted toward college degree holders.

Trends: Benefits and Working Conditions

A relatively high proportion of finance workers have health insurance plans. Only about half, however, can participate in a pension program. In terms of occupational injury/illness rates, finance industries have a better record than most other industries. The growing use of Video Display Terminals (VDT's) may signal a problem. According to a survey done by the Office and Professional Employees International Unions (OPEIU), 61 percent of VDT operators suffered common eye strain and 41 percent encountered muscle and bone discomfort. OPEIU and other unions have banded together to support legislation to correct these situations.

Opportunities for Worker Involvement

Unions active in finance include:

- Food and Commercial Workers International Union, United (UFCW)
- Office and Professional Employees International Union (OPEIU)
- Service Employees International Union (SEIU)

Opportunities for Growth and Skill Development

Most educational programs offered by the unions deal with membership information such as collective bargaining, safety and health on the job.

Opportunities for Public Service

Unions such as the United Food and Commercial Workers (UFCW) promote and operate local food pantries.

Action Steps

- Read about specific occupations in the *Occupational Outlook Handbook*.
- For information about employment trends in your area, contact your local state employment service office.
- For further reading, get a copy of *9 to 5—The Working Women's Guide to Office Survival* by Ellen Cassady and Karen Nussbaum (Penguin Books, 1983).
- To learn about local chapters of the 9 to 5 organization, contact:
  9 to 5, National Association of Working Women
  614 Superior Avenue, N.W.
  Cleveland, Ohio 44113
  (216) 566-0117

FOOD RETAILING AND RESTAURANT

Employers and Worksite Locations

- Over eight million workers are employed in every state and community.
- Establishments include supermarkets, convenience stores, fast-food restaurants, and table service restaurants.
- Job titles range from busperson to restaurant or store manager.

Job Opportunities for Vocational-Technical Graduates

Course of Study	Common Positions/Titles
Agriculture	Meatcutter, produce clerk
Distributive Education	Sales clerk, assistant manager, store manager
Home Economics	Cook/chef, baker, caterer
Business/Office	Bookkeeper, accounting clerk, stock clerk, shipping and receiving clerk
Industrial/Technical	Heating and air-conditioning mechanic, maintenance mechanic, stationary engineer

Trends: The Industry and the Economy

The restaurant and food store industries have enjoyed rapid growth in sales and employment. This trend is likely to continue as the number of two-earner families increases and the amount of time available for cooking decreases. Another trend is the growth of chain restaurants and supermarkets. Small, independently owned restaurants and food stores hold a decreasing share of the market.

Trends: Wages

The average wage paid by restaurants is less than half the average for all U.S. industries. Tip income has helped make up the difference, but is not available to most employees in fast-food restaurants where most of the job growth is happening. In the food store industry, the average wage has actually declined. Despite the efforts of unions like United Food and Commercial Workers, some supermarkets have negotiated a "two-tier" pay system. Newly-hired workers, mostly parttime employees, are on lower pay scales than experienced workers.

Trends: Benefits and Working Conditions

Many workers in food establishments have no benefits. Unions such as the Hotel Employees and Restaurant Employees (HERE) and United Food and Commercial Workers (UFCW) have established pension funds and other benefit plans to serve their members. Work in food retailing is fairly safe. However, workers such as cashiers, butchers and meat packers may suffer from carpal tunnel syndrome, swelling of the wrist tendons which can impair hand and wrist nerves. Job security is usually good—there are few layoffs. The hours of work, including weekend and evening hours, may not be favorable to new employees.

Opportunities for Worker Involvement

Unions active in these industries include:

- Food and Commercial Workers International Union, United (UFCW)
- Hotel Employees and Restaurant Employees (HERE)
- Retail, Wholesale and Department Store Union

Opportunities for Growth and Skill Development

Much of the union education in this sector consists of general information programs and union leadership training programs. For example, United Food and Commercial Workers (UFCW) has a training program to prepare union members as volunteer organizers to other firms. Hotel Employees and Restaurant Employees (HERE) sponsored a series of regional workshops on grievance processing and arbitration.

Opportunities for Public Service

Unions in this sector support various service projects, especially in assistance to national charity fundraising. UFCW pledged $250,000 in a recent radiothon for the Leukemia Society of America. UFCW local and regional offices worked toward the pledge through a series of raffles that gave entrants a chance to win a sailboat, use of a new Cadillac for a year, and trips to Hawaii. HERE has donated over $500,000 since 1981 to St. Jude Children's Research Hospital, actor Danny Thomas' special cause. HERE has also made contributions to the United Negro College Fund, Boys and Girls Clubs of America, and other service organizations.

Action Steps

- Read about specific occupations in the *Occupational Outlook Handbook*.
- Write to the UFCW Department of Public Affairs and Communications, 1775 K Street, N.W., Washington, D.C. 20006, for free information pamphlets on these occupations:
  - Packinghouse worker
  - Barber and cosmetologist
  - Retail clerk
  - Retail meat cutter
- For information on employment conditions at specific employers, contact related local union. Use the Yellow Pages (under Labor Organizations).

GOVERNMENT

Employers and Worksite Locations

- The Federal government employs over two million workers, 90 percent outside of the Washington, D.C. area.
- State and local governments employ over 13 million workers.
- Job titles range from construction trades to marketing representative.

Job Opportunities for Vocational-Technical Graduates

Course of Study	Common Positions/Titles
Agriculture	Landscaper, groundskeeper, park and recreation maintenance worker, forestry technician
Distributive Education	Cashier, collector, recreation facility attendant
Home Economics	Food services, child care worker, social service aide
Business/Office	Office machine operator, typist, statistical clerk, accounting clerk, computer operator, mail clerk, postal carrier
Industrial/Technical	Carpenter, electrician, heavy equipment operator, painter, aircraft mechanic, auto/truck mechanic, engineering technician
Health Occupations	Nurse aid/orderly, medical assistant

Trends: The Industry and the Economy

The total number of government jobs is projected to grow slowly through 1995. There will be large numbers of job openings due to turnover and retirement. Current public concern over government budgets has limited the growth of this sector. Some experts believe that the need to repair roads, bridges, and other public facilities will cause government hiring to grow more quickly than has been projected.

Trends: Wages

Wages of government workers have risen in recent decades. The average government employee now earns more than the average manufacturing worker. Unions have contributed much to the earnings growth. Unionized government workers now earn about 20 percent higher wages than those who are not organized. According to Business Week (October 1986), public employee pay raises won in the mid-1980s have been larger than the percentage gains in private industry. Another wage trend has been movement toward a pay equity policy. Pay equity means equal pay for jobs of similar skill level, and responsibilities. Sometimes jobs where most workers are women have paid less than jobs of similar skill that are male-dominated. In the state of Washington, the American Federation of State, County and Municipal Employees (AFSCME) won $101 million in wage increases for 35,000 state workers in mostly female categories. Pay equity studies are being conducted in many other states and local communities.

Trends: Benefits and Working Conditions

Government workers enjoy a greater degree of job security than most employees. They have continuous year-round employment. There have been some lay-offs in public agencies but rarely as large as those in private industry. While benefit packages for government workers have usually been fairly representative, there is now a tendency to shift more of the costs of benefits to the employees. Unions have developed strategies to counteract this trend. In New York City, the AFSCME District Council 37 has established its own health maintenance organization for union members called Med Plan. Med Plan combines medical care through a contract with city-owned Bellevue Hospital with Blue Cross hospitalization coverage.

Opportunities for Worker Involvement

Government agencies have been a fertile soil for union organizing efforts. The following labor organizations are active in the public sector:

- American Federation of Government Employees (AFGE)
- American Federation of State, County and Municipal Employees (AFSCME)
- American Federation of Teachers (AFT)
- American Postal Workers Union (APW)
- Automobile, Aerospace & Agricultural Implement Workers of America, International Union, United (UAW)
- Fraternal Order of Police
- International Association of Fire Fighters
- International Union of Police Associations
- National Association of Government Employees
- National Association of Letter Carriers (NALC)
- National Education Association (NEA)
- Professional and Technical Engineers, International Federation of
- School Administrators, American Federation of
- Service Employees International Union (SEIU)
- Teamste[illegible] Chauffers, Warehousemen and Helpers of America, International Brotherhood of
- Treasury Employees

Opportunities for Growth and Skill Development

Public employee unions sponsor workshops to educate their members about economic, political, and social issues. For example, the National Association of Letter Carriers has developed a 2-day members' workshop on the legislative process. Other topics for membership training include health and safety issues, employee benefits, and retirement planning.

Public employee unions sponsor a number of college scholarships for members and their families. These scholarships are available through national, state, and local organizations. In New York City, AFSCME District Council 37 sponsored a college fair for members and families. The union helped individuals to complete college applications and obtain information about college programs.

Opportunities for Public Service

Because of their involvement with government agencies, public sector unions are highly active in community service projects. The National Association of Letter Carriers (NALC) sponsors the Carrier Alert program to assist elderly and handicapped residents of local communities. The Fraternal Order of Police (FOP) works with youth to encourage them to pursue interests such as martial arts training.

Action Steps

- Read about specific occupations in the *Occupational Outlook Handbook*.
- For information on specific job openings, call your state or local civil service commission (listed in the Blue Pages of the phone directory).
- For information on a specific agency and its employment conditions, call the related union (under Labor Organizations in the Yellow Pages).

HEALTH SERVICES

Employers and Worksite Locations

- Over six million workers are employed in every state and city.
- Employment opportunities are available in physician and dental offices, nursing homes, public and private hospitals, medical/ dental labs and outpatient facilities.
- Job titles range from nurse's aid to M.D.

Job Opportunities for Vocational-Technical Graduates

Course of Study	Common Positions/Titles
Agriculture	Hospital/care center groundskeeper
Distributive Education	Credit/collection clerk, gift shop salesperson
Home Economics	Food services, housekeeping/laundry supervisor
Business/Office	Admitting clerk, accounting clerk, dental assistant, medical assistant, medical records clerk, receptionist
Industrial/Technical	Carpenter, electrician, electronic technician, maintenance mechanic, painter, plumber, stationary engineer
Health Occupations	Nurse aid/orderly, dental hygienist, LPN, medical lab assistant, pharmacy assistant, physical therapy assistant, X-ray technician

Trends: The Industry and the Economy

Health expenditures in the U.S. continue to grow faster than the economy. Our aging population and advances in medical technology have caused this situation. One of the Federal government's new solutions to rising health costs is the Prospective Payment System (PPS). Under PPS, hospitals receive a fixed amount for each operation or treatment. This change in Medicare payment procedures led hospitals to lay off some 140,000 workers in recent years. However, the long-term prospects for health care seem to indicate considerable employment growth for medical offices, hospitals, and other health services.

Trends: Wages

Wages for health industry workers (other than M.D.s and dentists) are low for the amount of education required. For example, the average hospital wage is slightly above the U.S. average for all industries, but well below wages in other professional services such as legal service, accounting and data processing. The average wage in nursing homes is only two-thirds the average in all other industries.

Trends: Benefits and Working Conditions

Ironically, many workers in the health sector have no health insurance benefits. This is especially true in nursing homes. The Service Employees International Union (SEIU) has met with heads of the nationwide Beverly nursing home chain to try to remedy the situation.

Patient care is another concern of health workers. The impact of the Prospective Payment System means that some patients must be discharged from hospitals before they are fully recovered. This means a heavier workload for nursing homes and home health care agencies. Staff are concerned about the amount of time spent with each patient. One local nurses' union negotiated an increase of 15 percent in the number of nursing hours spent with the patient per day.

Opportunities for Worker Involvement

Unions involved include:

- Hospital and Health Care Employees, National Union of
- Nurses' Association, American
- Office and Professional Employees International Union (OPEIU)
- Paperworkers International Union, United
- Retail, Wholesale, and Department Store Union
- Service Employees International Union (SEIU)
- State, County and Municipal Employees, American Federation of
- Teachers, American Federation of

Opportunities for Growth and Skill Development

Many health service employees lack opportunities for career advancement. The Service Employees International Union (SEIU) has developed a program called LEAD to deal with this situation. SEIU locals have set up LEAD programs to create career ladders and advancement opportunities for members. For example, at the Cape Cod Hospital in Massachusetts, all union-covered jobs were analyzed for training opportunities and for relevance. Thirty jobs upgraded and 40 new classifications were created. A committee of three union and three management representatives identified pathways for advancement including on-the-job training, department traineeships, in-house courses and training programs, and courses and programs outside the hospital.

Opportunities for Public Service

Because of their special expertise, health care union members tend to volunteer for community food banks and projects to aid the homeless.

Action Steps

- Read about specific occupations in the *Occupational Outlook Handbook*.
- Contact a local hospital, nursing home, or medical office about an opportunity for a tour.
- For information on employment conditions at specific organizations, call the related union. Use the Yellow Pages (under Labor Organizations).

HOSPITALITY AND PERSONAL SERVICES

Employers and Worksite Locations

- Over nine million workers are employed in every state and community.
- Major industries include hotel/motel, beauty shops, auto and TV repair shops, private schools/colleges, social service organizations, religious and labor organizations, and museums and zoos.
- Job titles range from laundry folder to hotel manager.

Job Opportunities for Vocational-Technical Graduates

Course of Study	Common Positions/Titles
Agriculture	Groundskeeper/gardener, animal caretaker
Distributive Education	Hotel desk clerk
Home Economics	Cook/chef, child care worker, executive housekeeper
Business/Office	Accounting clerk, cashier, computer operator, receptionist, typist
Industrial/Technical	Auto mechanic, cosmetologist, electronic technician, heating and air-conditioning mechanic, maintenance trades worker

Trends: The Industry and the Economy

Personal services industries continue to grow swiftly, but not as rapidly as business or health-related services. The future will see growth of educational services such as day care and pre-schools along with job training/retraining programs. Entertainment and recreation services will prosper as the fitness boom continues. Repair and personal care services such as beauty and barber shops will grow along with the population.

Trends: Wages

Except for repair services, the wages for these industries continue to be well below all-industry averages. Many of the employers are either small businesses or nonprofit organizations which operate under financial circumstances that can be difficult. Even highly-trained workers such as librarians, social workers and early childhood educators receive wages well below average professional salaries.

Trends: Working Conditions

Although the workers provide many services and benefits to their customers and clients, they have less coverage on health and pension benefits than any group except farm laborers. This is one reason why workers like barbers and cosmetologists have joined unions like United Food and Commercial Workers (UFCW). Unions can provide members with health and retirement plans as well as opportunities for training and community service. The health and safety environment for personal services is favorable. Some other working conditions concerns are the use of lie-detector tests and regulations that require employees to report tip income. The Service Employees International Union (SEIU), Hotel Employees and Restaurant Employees (HERE), and other organizations have promoted legislation to regulate lie-detector tests and to free employees from changes that would have complicated reporting of tips.

Opportunities for Worker Involvement

Unions active in services include:

- Horseshoers of United States and Canada, International Union of Journeymen
- Hotel Employees and Restaurant Employees (HERE)
- Laundry and Dry Cleaning International Union
- Newspaper Guild, The
- Office and Professional Employees International Union (OPEIU)
- Service Employees International Union (SEIU)
- State, County and Municipal Employees, American Federation of
- Teachers, American Federation of
- United Food and Commercial Workers (UFCW)

(Note: the union affiliates of the AFL-CIO employ thousands of persons as fulltime officers and staff.)

Opportunities for Growth and Skill Development

Neither the employers nor the unions in this sector are heavily involved in technical training. Some apprenticeship programs in hospitality do exist. However, the unions are quite active in presenting educational programs which give members practical information about handling of grievances, analyzing organizing opportunities and assessing political issues.

Unions in the service trades have been active sponsors of college scholarships. The scholarships are available to members, members' families, and sometimes to other individuals who have endorsement of the local union. For example, the Service Employees International Union (SEIU) currently offers eleven renewable scholarships.

Opportunities for Public Service

Unions in hospitality/personal services have sponsored various public and community service activities. The Hotel Employees and Restaurant Employees (HERE) have developed a hotel safety booklet, House Afire, in English and Spanish. The booklet outlines safety procedures for hotel guards and employees to follow in the event of fire.

Action Steps

- Read about specific occupations in the *Occupational Outlook Handbook*.
- For information on local organizations with union contracts, call the related local union. Use the Yellow Pages (under Labor Organizations).
- Interview a worker at a local service establishment about employment opportunities, wages and benefits.

INDUSTRIAL GOODS MANUFACTURING

Employers and Worksite Locations

- Over seven million workers are employed in industries which make machines, equipment and supplies used by other businesses.
- Major industries include machine tools, electrical and electronic equipment, aerospace, instruments, commercial printing. Many "high-technology" firms are part of this group.
- Job titles range from unskilled assembler to research and development scientist.

Job Opportunities for Vocational-Technical Graduates

Course of Study	Common Positions/Titles
Distributive Education	Credit clerk, distribution
Home Economics	Food services
Business/Office	Clerk typist, computer operator, purchasing assistant, shipping and receiving clerk
Industrial/Technical	Drafter, electronic technician, engineering technician, industrial machinery mechanic, maintenance carpenter/electrician/plumber, machinist, numerical control machine operator, printing press operator, welder

Trends: The Industry and the Economy

This industrial segment is in better shape than commodities or consumer goods manufacturing. However, there are some weak spots. Construction, agricultural and mining machinery have declining employment. The strong U.S. dollar has increased imports of machine tools and metal-cutting equipment as well as semiconductors and other electronic components. Continuing automation reduces the need for new workers. Some major industries have significantly increased employment such as electronic computers, aerospace, scientific and engineering instruments, defense electronics and climate control equipment (heating, refrigeration, air-conditioning).

Trends: Wages

Wages are above the U.S. average for many industries in this group. Wage levels are higher in industries with greater unionization and in states that do not have "right-to-work" laws. At some computer and electronic firms workers have accepted pay cuts as the industries face foreign competition and a downturn in sales. Such concessions have not been as widespread as in auto or steel-making.

Trends: Benefits and Working Conditions

At the medium and large-sized firms, benefit packages usually include health and pension coverage. The many small-sized firms in high-technology areas may not offer these benefits. There is a small but growing trend for companies to use temporary workers—even drafters and other technicians—who do not receive regular benefits or have job security.

The rate of occupational injury and illness is generally lower than in other manufacturing. It is reported, however, that semiconductor workers have an above-normal rate of exposure to illness-causing chemicals. Labor unions supported recent federal regulations which require manufacturers to establish training and information programs for workers potentially exposed to health and safety hazards.

Opportunities for Worker Involvement

Many unions are active in machinery and equipment manufacturing. The following unions are involved:

- Automobile, Aerospace, Agricultural Implement Workers of America, International Union, United (UAW)
- Boilermakers, Iron Ship Builders, Blacksmiths, Forgers, and Helpers, International Brotherhood of
- Clothing and Textile Workers Union, Amalgamated
- Electrical Workers, International Brotherhood of
- Electronic, Electrical, Salaried, Machine, and Furniture Workers, International Union of (IUE)
- Glass Workers' Union, American Flint
- Graphic Communications International Union
- Industrial Workers of America, International Union of Allied
- Machinists and Aerospace Workers, International Association of
- Marine and Shipbuilding Workers of America, Industrial Union of
- Maritime Union of America, National
- Mechanics Educational Society of America
- Metal Polishers, Buffers, Platers and Allied Workers International Union
- Molders' and Allied Workers' Union, International
- Pattern Makers League of North America
- Printing and Graphic Communications Union, International
- Professional and Technical Engineers, International Federation of
- Sheet Metal Workers, International Association
- Steelworkers of America, United
- Stove, Furnace and Allied Appliance Workers' International Union of North America

Opportunities for Growth and Skill Development

Technology in the machinery and equipment industry is constantly changing. Union-sponsored industrial apprenticeship programs help to provide skilled staff for these operations. Unions such as the International Association of Machinists (IAM) and International Union of Electronic, Electrical, Salaried, Machine and Furniture Workers (IUE) train apprentices in occupations such as machinist, tool and diemaker and industrial electrician. Industrial apprenticeships differ from those in construction trades, however.

Most industrial apprentices are persons who have already been working in the industry for several years. In order to encourage women and minority employees to explore these opportunities, unions have developed pre-apprenticeship training programs. Higher education is also important to many unions, which award college scholarships. For example, the International Association of Machinists (IAM) has made as many as 31 awards in a year.

Opportunities for Public Service

Unions in these industries have started many productive service projects. For example, IUE sponsored the building of several senior citizens' housing projects. These developments were built and operated to provide decent, low-cost housing. Along with this investment, the union promoted legislation for public housing improvements and rent controls.

Action Steps

- Read about specific occupations in the *Occupational Outlook Handbook*.
- For information on employment trends in machinery manufacturing, contact your local state employment service office.
- For information on specific factories in your area, call the related local union. Use the Yellow Pages (under Labor Organizations).

TRANSPORTATION

Employers and Worksite Locations

- Over three million workers are employed in every state and most large communities.
- Major industries are trucking, water transportation, airlines, air freight, railroads, and bus lines.
- Job titles range from dockworker to airline pilot.

Job Opportunities for Vocational-Technical Graduates

Course of Study	Common Positions/Titles
Distributive Education	Ticket agent, reservation agent, flight attendant
Business/Office	Accounting clerk, computer operator, dispatcher, rate clerk, typist
Industrial/Technical	Aircraft mechanic, air traffic controller, instrument/radio technician, maintenance carpenter/electrician/painter/plumber, maintenance machinist

Trends: The Industry and the Economy

Sales and employment in transportation is expected to increase moderately in the future. The prospects for the various types of transportation differ. The total number of jobs in railroad and merchant shipping is declining. Employment is expanding in air transportation and trucking. Deregulation of air and trucking industries has increased competition. There are now more transportation companies with financial trouble and cases of mergers and takeovers. This of course decreases the job security of workers in any particular company.

Trends: Wages

Wage levels are high in these industries which have a strong tradition of unionization. For example, reservation and ticket agents at unionized transportation companies earn about twice as much as most clerical workers in all industries. Senior airline pilots and railroad engineers have average earnings that compare with managerial pay in most industries. Earnings are much lower at non-union transportation companies. The recent instability of transportation companies has made workers accept concessions such as cuts in pay and "two-tier" pay schemes where newly-hired workers begin at lower rates. As the financial health of the companies improves, transportation unions will press to restore the wages to their former levels.

Trends: Benefits and Working Conditions

Benefit packages in transportation firms generally include health insurance and pension coverage. Despite well-publicized major accidents, the safety record of transportation compares favorably with heavy construction and manufacturing. Unions such as the Airline Pilots' Association (ALPA) continue to press for more effective safety measures at airlines and other carriers. Job security will probably continue to be a major issue. Some large companies now have unionized and nonunion subsidiaries. They will sometimes shift work from the unionized operator to its nonunion sister company. This is known as "double-breasting."

Opportunities for Worker Involvement

With about 40 percent of workers represented by unions, transportation industries rank with communications and government as areas of union concentration. Unions active in transportation include:

- Airline Pilots Association
- Firemen and Oilers, International Brotherhood of
- Flight Attendents, National Association of
- Flight Engineers' International Association
- Longshoremen's Association, AFL-CIO, International
- Machinists, International Association of
- Maintenance of Way Employees, Brotherhood of
- Marine and Shipbuilding Workers of America, Industrial Union of
- Marine Engineers' Beneficial Association, National
- Maritime Union of America, National
- Railway, Airline and Steamship Clerks, Freight Handlers, Express and Station Employees, Brotherhood of
- Railway Carmen of the U.S. and Canada, Brotherhood of
- Seafarers International Union of North America
- Signalmen, Brotherhood of Railroad
- Teamsters, Chauffeurs, Warehousemen and Helpers of America; International Brotherhood of
- Train Dispatchers Association, America
- Transit Union, Amalgamated
- Transport Workers Union of America
- Transportation Union, United
- Yardmasters of America, Railroad

Opportunities for Growth and Skill Development

Transportation unions provide a great variety of education and training programs. For example, the Seafarers International Union runs the Harry Lundeberg School of Seamanship, the largest educational facility for seafarers and inland boatmen in the United States. This 60-acre facility provides courses ranging from adult basic education through associate degrees in nautical science. The Brotherhood of Railway and Airline Clerks (BRAC) operates a Job Corps program that trains disadvantaged youth to become transportation clerks and agents. Commitment to higher education is evident in programs like the United Transportation Union's award of 50 college scholarships per year.

Opportunities for Public Service

Transportation unions and their members have been taking an active role in promoting safety in the air and on the highway. Representatives of the Airline Pilots' Association and other flight unions have spoken on airline safety practices to the Federal Aviation Administration. Trucking unions have been lobbying for legislation that would remove unsafe truck drivers and poorly maintained equipment from the road.

Action Steps

- Read about specific occupations in the *Occupational Outlook Handbook*.
- Visit a trucking terminal, bus station, airport or other transportation facility to learn more about job opportunities.
- For information about employment conditions at specific companies, call the related local union. Use the Yellow Pages (under Labor Organizations).

WHOLESALE TRADE AND NON-FOOD RETAILING

Employers and Worksite Locations

- Over 15 million employees are employed in every state and city.
- Industries include wholesale suppliers, department stores, variety stores, clothing stores, drug stores, furniture stores, auto dealers, and garden and hardware stores.
- Job titles range from cashier to store manager.

Job Opportunities for Vocational-Technical Graduates

Course of Study	Common Positions/Titles
Agriculture	Farm and garden store salesperson, floral arranger
Distributive Education	Wholesale outside salesperson, retail salesperson, assistant manager, store manager, buyer
Home Economics	Clothing or home furnishings salesperson, interior decorator
Business/Office	Accounting clerk, computer operator, purchasing assistant, stock clerk, office supplies salesperson
Industrial/Technical	Auto/truck mechanic, building maintenance person, construction supplies/hardware salesperson, heating and air conditioning mechanic
Health Occupations	Pharmacy technician, health products salesperson, dispensing optician

Trends: The Industry and the Economy

Although not as dynamic as food retailing, most of the other retail and wholesale industries are showing steady growth of sales and employment. Sales at specialty stores such as building materials and consumer electronics are increasing faster than sales in general department and variety stores. Sales in wholesale trade continue to increase as these middlemen take a large role in sorting, handling and marketing goods.

Trends: Wages

Wage levels for these industries vary widely depending on the type of products. At the low end of the scale are general variety and discount stores and clothing stores, with average wages only one-half to two-thirds the U.S. average. Building supplies, auto parts and furniture stores pay slightly less than the U.S. average. This is also true of similar departments inside department stores. Car dealers, general store appliance departments and most wholesale trade establishments have wages at or above the U.S. average. As in the service industries, pay trends here reflect the low level of unionization. Unionized retail workers report weekly earnings about 40 percent higher than nonunion workers.

Trends: Benefits and Working Conditions

About one-third of retail workers are employed less than 35 hours per week. While the majority of these employers prefer part-time work, there is a sizeable minority who want a full-time schedule to meet their economic needs. According to recent statistics, only about 40 percent of retail workers have health insurance and 20 percent have pension coverage. Workers in wholesale trade have mostly full-time schedules and higher benefit levels than retail trade.

In addition to problems with compensation, schedules and benefits, retail workers also have to cope with increasing surveillance by employers and use of polygraph (lie detector) tests. Unions such as the Communication Workers of America (CWA) and the United Food and commercial Workers are speaking out against these conditions.

Opportunities for Worker Involvement

Unions currently active include:

- Food and Commercial Workers, United (UFCW)
- Service Employees International Union (SEIU)
- Retail, Wholesale and Drug Store Union

Opportunities for Growth and Skill Development

Many retail employees have limited growth opportunities, unless they pursue college degrees. Managerial positions often go to recent college graduates rather than to experienced sales workers. A recent contract negotiated between the Service Employees International Union (SEIU) and Wieboldt department store chain changes this situation. The agreement opens managerial job opportunities to career salespeople, who have many years of practical experience but have rarely completed college. Additional opportunities for workers may come through scholarships awarded by the various unions.

Opportunities for Public Service

Unions active in retailing have begun projects to increase consumer product awareness. As a joint project with the Sav-on and Thrifty drug store chains, the United Federal and Commercial Workers (UFCW) developed a television commercial and booklet "Tips Against Tampering." The booklet provides suggestions on how to spot tampered products.

Action Steps

- Read about occupations in the *Occupational Outlook Handbook*.
- Visit a retail or wholesale establishment in your area.
- For information on specific employers, contact the related local unions. Use the Yellow Pages (Labor Organizations).

GLOSSARY

AFL-CIO. A voluntary federation of labor unions, formed by the 1955 merger of the American Federation of Labor (AFL) and Congress of Industrial Organizations (CIO)

Agency shop. An arrangement that requires workers who are represented by a union but are not members to pay a service fee to the union approximately equal to the amount of union dues

Apprenticeship. A training program for the skilled trades, often jointly sponsored by labor unions and employers that combines on the job training with related classroom instruction

Authorization card. A card that a worker desiring union representation signs during a union organizing effort

Bargaining unit. The group of workers that a union seeks to represent; membership and structure of the unit must be approved by the National Labor Relations Board (NLRB), or the related state agency serving public employees

Blue collar. A term for workers in industrial production, maintenance, and skilled trades and crafts occupations

Central body. An organization formed of representatives from the various AFL-CIO unions in a citywide or statewide area

Collective bargaining. Negotiation between an employer (or employers) and a union to determine the conditions of employment; the successful outcome is a contract agreement

Committee On Political Education (COPE). AFL-CIO's project to educate union members and others, particularly, on election issues and voter's responsibilities. COPE also engages in voter registration and get-out-the-vote activities

Contract. An agreement between a union and an employer (or employers) arrived at through collective bargaining that is legally binding on both parties

Craft union. A trade union that limits membership to persons holding some specific skill, for example, electricians or carpenters

Equal Employment Opportunity Commission. Federal government agency established to investigate and enforce the law regarding employment discrimination

Fair trade. The viewpoint that the United States should adopt reciprocal measures to counteract unfair and restrictive practices that other nations use to improve their trading position in the U.S. market

Free trade. The viewpoint that goods and services should be freely allowed into the United States, regardless of the trade practices of other nations toward goods produced in the United States

Fringe benefits. Benefits paid by the employer in addition to wages, such as paid vacation, health insurance, and retirement plan

Grievance. A complaint about conditions of employment typically made by a worker who believes that the employer has violated a part of the contract agreement

Industrial union. A union with members who represent various trades and occupations within an industry (**Note**: Many modern unions combine aspects of craft union and industrial union.)

Joint Apprenticeship Committee (JAC). A committee with both labor and management representatives that coordinates a local apprenticeship program

Journeyman. A worker who has completed an apprenticeship program and is considered a fully-skilled tradesperson

Local union. The level of union organization that represents the needs of union members in their own communities

Minimum wage. The lowest allowable pay rate as set by the federal wage-hour law and related state or local laws (**Note**: The wages may not apply to all types and sizes of business.)

National Labor Relations Act (also known as the Wagner Act). The 1935 federal law that guarantees the right to organize unions and conduct collective bargaining

National Labor Relations Board (NLRB). Federal agency established to supervise union elections and investigate unfair labor practice cases and other violations of the National Labor Relations Act

Occupational Safety and Health Act. Federal law (passed in 1970) that establishes standards for workplace health and safety and provides for investigation of unsafe conditions at the request of workers (**Note**: The Occupational Safety and Health Administration-OSHA—is charged with enforcing this law.)

Open shop. A workplace where employees are not required either to join the union or to pay a service charge to the union for representation

Overtime. Work above and beyond the normal work week such as hours beyond forty per week (**Note**: The rate of pay for overtime is typically 1 ½ times the regular pay rate.)

Pay equity. (Sometimes referred to as "comparable worth") A policy that calls for equal pay among occupations of similar skill level and responsibility, regardless of position titles

Pension. A retirement plan provided by an employer in addition to Social Security

Public Employee Relations Board. A state agency with duties similar to the NLRB that oversees union elections among state and local government employees

Representation petition. A document, prepared by a group of workers desiring a union election, that is sent to an area office of the NLRB that supervises the election

Social legislation. Laws designed to overcome such social problems as discrimination, hunger, and poverty

Social Security. A federal government program, strongly supported by labor unions, that provides retirement income, life insurance, and disability income to workers in private industry.

Strike. A work stoppage conducted by a union that is designed to compel management to recognize the union as a collective bargaining agent, to correct an unresolved grievance, or to agree on contract terms

Unemployment compensation. State-federal government program that provides payments to unemployed workers (**Note:** Coverage currently is limited to six months in most states.)

Unfair labor practice. Illegal anti-union behavior or, in some cases, illegal union behavior as determined by the NLRB (**Note:** It often involves management attempts to hamper collective bargaining.)

Union shop. A workplace where the contract requires members of the bargaining unit to become union members within a specified time after they are hired

White collar. A term for workers in professional, technical, sales, clerical, or service occupations, that is, employees not directly engaged in the skilled trades or industrial production

Workers' compensation. A government program to compensate workers injured or disabled on the job

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